



# CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW COMMISSION

## Agenda

August 12, 2013

City of Whitewater Municipal Building  
312 W. Whitewater St., Whitewater, Wisconsin

6:00 p.m.

1.	Call to order and Roll Call.
2.	<b>Hearing of Citizen Comments.</b> No formal Plan Commission Action will be taken during this meeting, although issues raised may become a part of a future agenda. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Plan Commission discusses that particular item.
3.	Review and approve the Plan Commission minutes of July 8, 2013.
4.	Hold a public hearing for consideration of a conditional use permit for a bakery and coffee shop with a drive through to be located at 1185 W. Main Street for Lacey Reichwald.
5.	Hold a public hearing for consideration of a conditional use permit for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street; gravel driveway to be removed; property will share the driveway access and parking lot on the property to the north (256 N. Prince Street) which is to be expanded and paved to accommodate an additional 10 cars (total of 25 parking spaces) for 248 N. Prince Street for Robert E. Freiermuth.
6.	Review proposed extra-territorial one lot certified survey map located at N204 Coldspring Road, Whitewater, WI to create an approximately 1.7 acre residential building site for Kathy Bolchen.
7.	Information Items: a. Update on Zoning Rewrite. b. Possible future agenda items. c. Next regular Plan Commission Meeting – September 9, 2013
8.	Adjournment.

Anyone requiring special arrangements is asked to call the Zoning and Planning Office 24 hours prior to the meeting. Those wishing to weigh in on any of the above-mentioned agenda items but unable to attend the meeting are asked to send their comments to c/o Neighborhood Services Manager, 312 W. Whitewater Street, Whitewater, WI, 53190 or [jwegner@whitewater-wi.gov](mailto:jwegner@whitewater-wi.gov).

The City of Whitewater website is: [whitewater-wi.gov](http://whitewater-wi.gov)

CITY OF WHITEWATER  
PLAN AND ARCHITECTURAL REVIEW COMMISSION  
Whitewater Municipal Building Community Room  
July 8, 2013

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL  
ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

**Call to order and roll call.**

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

Present: Greg Meyer, Lynn Binnie, Bruce Parker, Karen Coburn, Dan Comfort, Sherry Stanek (Alternate). Absent: Jacob Henley, Cort Hartmann. Others: Wallace McDonell (City Attorney), Scott Harrington (City Planning Consultant from Vandewalle and Associates).

**Election of Chairperson, Vice-Chairperson, Plan Commission Representative to the Community Development Authority, Plan Commission Representative Plan Commission Representative to the Technology Park Architectural Review Committee.** City Planning Consultant Scott Harrington asked for nominations for Plan Commission Chairperson. Moved by Binnie and seconded by Coburn to nominate Greg Meyer for Chairperson. Harrington asked for any further nominations. There were none. Motion was approved by unanimous roll call vote. Moved by Comfort and seconded by Coburn to nominate Lynn Binnie as Vice-Chairperson. Chairperson Meyer asked for any other nominations. There were none. Motion approved with all ayes except Binnie abstained. Moved by Binnie and seconded by Comfort to nominate Greg Meyer for the Community Development Authority Representative. Chairperson Meyer asked for any other nominations. There were none. Motion approved by unanimous roll call vote. Moved by Binnie and seconded by Comfort to nominate Karen Coburn for the Urban Forestry Commission Representative. Chairperson Meyer asked for any other nominations. There were none. Motion approved with all ayes except Coburn abstained. Moved by Coburn and seconded by Stanek to nominate Comfort for the Technology Park Architectural Review Committee. Chairperson Meyer asked for any other nominations. There were none. Motion approved with all ayes except Comfort abstained.

**Hearing of Citizen Comments.** There were no citizen comments.

**Approval of the Plan Commission Minutes.** Moved by Binnie and seconded by Meyer to approve the Plan Commission minutes of June 10, 2013. Motion approved with all ayes except Coburn abstained.

**Public hearing for a conditional use permit for a “Class B” Beer and Liquor License for Patrick Monaghan, to serve beer and liquor by the bottle or glass at “The Blackthorne Scribe” to be located at 108 W. Main Street.** Chairperson Meyer opened the public hearing for consideration of a conditional use permit for a “Class B” Beer and Liquor License for Patrick Monaghan, to serve beer and liquor by the bottle or glass at “The Blackthorne Scribe” to be located at 108 W. Main Street.

City Planning Consultant Scott Harrington explained that this proposal is located in a B-2 (Central Business) Zoning District. The property has two parking spaces, but there are no parking requirements in this Zoning District. There is public parking nearby. Harrington explained City Planner Latisha Birkeland's recommended conditions for approval. This proposal meets all conditional use criteria.

Patrick Monaghan wanted to explain what they have done in Whitewater, some of the projects they are working on and why they think an Irish pub would be good for Whitewater. Monaghan explained how he came to Whitewater from Dallas Texas to write a novel, the story of his great great grandparents. Giving a two week notice he sold his software company in Dallas and moved to Dublin. While there he found a museum dedicated to the famine and found information on his great great grandparents, Michael Monaghan and Mary Lyons.

When Monaghan moved to Whitewater, he bought a cottage on Whitewater Lake and taught himself to write. He has written 3 novels, 3 screen plays. His stories are of exile and immigration. The first screen play "The Scattering" is based on the novel "Because They Never Do" which was written and self published. Walden Media with Director Jim Sheridan has signed to do a movie.

Monaghan has lived here for 12 to 13 years. There is no place to go to just meet people and talk. He has five friends who are owners of pubs. A typical country pub has "snugs" or little areas where people can go to talk. There is no television, darts, pool tables, or juke box. It is a public house to meet friends and to talk. Monaghan has tried for 10 years to get this accomplished. He has met new friends through UW-Whitewater and has his entrepreneurship "Blackthorne Capital Management", "Blackthorne Scribe" and "The Scattering" (a facebook project) at the Innovation Center and continues to report to Chancellor Telfer on this project. With his relationship with UW-Whitewater and Chancellor Telfer, it is changing the way local entrepreneurs and UW professors are starting to interact. Professors Linda Reid and Bill Dougan are involved with this project. Professors are moving back to Whitewater for the ambiance, where intellectuals can mingle with local entrepreneurs and share ideas. In Dr. Linda Reid's words, this would be a place for artists, musicians, and writers to get together and talk.

Monaghan stated that they want to acquire the building, renovate and put the water wheel back on the building to create a place where local entrepreneurs and professors are able to respect each others' strengths and overlook weaknesses.

Dr. Linda Reid, a professor of finance and business law, has taken students to Ireland to study. She has been doing this for eight years straight. Reid met Patrick Monaghan eleven years ago. She moved from Fayetteville, Arkansas. They have had an eye on this property for 6 or 7 years. They have a willing buyer and a willing seller. The Blackthorne Scribe would be a place for faculty to hang out with people from the community. This would be a grown-up place, one that would make students want to stay in Whitewater (a place students don't grow out of). They plan to bring people from Ireland who know how an Irish pub works.

William Dougan, Professor of Entrepreneurship and Management in the College of Business and Economics, has traveled from Madison to Whitewater every day for twelve to thirteen years. He is involved with younger business owners such as Tyler Sailsbury, owner of the Black Sheep. Dougan is concerned with what it takes to do business development in a community. According to Demographer Rebecca Ryan, when people make the decision of their life course of their career, they first choose the community they want to live in and then choose their course. An establishment in which Alcohol becomes accessory to, rather than central to business activity would be instrumental in the development of such a community. Dougan will be working with Pat and others to create business development. The proposal to make HWY 12, 4 lanes passed in both houses of the legislature and was signed by the Governor. This will help the character of the community and can contribute to the ambiance of the community. This can be successful. There are continuing examples such as the community of Lake Geneva. People will leave Chicago to take in the ambiance that is here.

Geoff Hale, from Home Lumber Co., a Whitewater business owner (not representing Downtown Whitewater at this meeting), here as a community member who cares about the downtown for it to maintain its viability, explained that Bill Dougan and Patrick Monaghan are two of the sharpest minds ever. We are fortunate to have them in Whitewater. This new business will not be just an Irish pub. You will be in Ireland. It will be a World Experience.

Chairperson Meyer closed the public hearing and requested any questions from the Plan Commission.

Plan Commission Members voiced: when the Greenhouse Café closed, there was no place to go to talk, share ideas and have a conversation. This will be a nice addition to the downtown; this proposal is so wonderful sounding, the only concern was parking; Interesting idea, the Plan Commission focus is in the serving of alcohol, a conditional use permit and whether or not it is an appropriate location for serving of alcohol; this use would not be a significant disturbance to the residences nearby. The music would not be particularly loud. Fantastic idea; outdoor seating would be on private property, would the license include this area as far as the conditional use permit?

Patrick Monaghan stated that this will be an Irish experience. They plan to bring a publican from Ireland to oversee the pub. They plan to create an exchange student program. Irish students will actually work in the pub while they go to school here.

City Attorney McDonell stated that if they decided to have outdoor seating, they could come back to Plan Commission to have that area included in their license; or if the Plan Commission was confident, the Plan Commission could include an outdoor café area in their conditional use permit approval. Plan Commission can approve of the outdoor café area, or they can ask the applicant to come back to the Plan Commission at a later date. They would need to submit to the Neighborhood Services Director, a site plan and application to get a permit for their outdoor private property café.

The Plan Commission Members asked about the placement and screening/enclosure of the dumpster. They would like to see screening for the dumpster.

Linda Reid stated they would operate in conformance with any ordinances. There would be very minimal food waste. They would move the dumpster to the other side.

The screening or enclosure for the dumpster would not have to come back to Plan Commission.

Geoff Hale was excited about the proposal for various reasons: not only the sight, sound, taste, but also the smell (they will be burning real peat in the fireplace). This is just a small part of the potato story.

The Plan Commission Members commented that it is a great idea; hope it (the space) will be big enough; it is a great use, a nice attraction for that part of Whitewater.

Moved by Comfort and seconded by Coburn to approve the conditional use permit for a “Class B” Beer and Liquor License for Patrick Monaghan, to serve beer and liquor by the bottle or glass at “The Blackthorne Scribe” to be located at 108 W. Main Street, to include the outdoor café area to be reviewed by administration, and subject to the City Planner’s conditions. See attached conditional use permit. Ayes: Meyer, Binnie, Parker, Coburn, Comfort, Stanek (Alternate). No: None. Absent: Henley, Hartmann. Motion approved by unanimous roll call vote.

#### **Informational Items:**

**Zoning Rewrite.** City Planner Latisha Birkeland had sent an email with the date of the joint workshop with the Council and Plan Commission members scheduled for August 15, 2013. The Plan Commission members are looking forward to receiving the hard copy of the proposal for review, 2 weeks prior to the meeting.

**Future agenda items.** As of this meeting, there were no applications for the next Plan Commission meeting. The last day to submit is July 15, 2013.

#### **Next regular Plan Commission meeting – August 12, 2013.**

Moved by Comfort and seconded by Coburn to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 6:50 p.m.

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Chairperson Greg Meyer



Neighborhood Services Department  
*Planning, Zoning, Code Enforcement, GIS  
and Building Inspections*

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

## CONDITIONAL USE PERMIT

Plan Commission Meeting Date: July 8, 2013  
Property Owner: Donna Henry  
Applicant: Patrick Monaghan  
Property ID Number: /WUP 00257A  
Property Address: 108 W. Main Street  
Whitewater, WI 53190

**REGARDING:** An approval for a conditional use permit (CUP) for a “Class B” Beer and Liquor License for Patrick Monaghan to serve beer and liquor by the bottle or glass at 108 W. Main Street.

Approved subject to the following conditions:

1. The conditional use shall run with the applicant and not the land. Any change in ownership will require approval of a conditional use permit for the new owner/operator from the Plan Commission.
2. The applicant shall comply with all required City and building codes.
3. Plans drawn by a State Licensed Architect must be submitted to the Building Inspection Department per all State and Local requirements. All plans requiring State plan approval must be completed and approved by the State prior to issuance of local permits.
4. All signage shall be applied for and comply with the B-2 Central Business District Signage regulations.
5. Approval is to include the outdoor café to be reviewed by City Administration.

This permit was prepared by:

\_\_\_\_\_  
Latisha Birkeland  
Neighborhood Services Manager / City Planner



Neighborhood Services Department  
*Planning, Zoning, Code Enforcement, GIS  
and Building Inspections*

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

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To: City of Whitewater Plan and Architectural Review Commission  
From: Latisha Birkeland, Neighborhood Services Director / City Planner  
Meeting Date: August 12<sup>th</sup>, 2013  
Re: Requested Conditional Use Permit for a bakery and coffee shop with a drive through to be located at 1185 W. Main Street

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### **Summary of Request**

**Requested Approvals:** The applicant, Lacey Reichwald, is requesting a Conditional Use Permit (CUP) for a bakery and coffee shop with a drive through.

**Location:** 1185 W. Main Street.

**Current Land Use:** Two story building. 1<sup>st</sup> Floor – vacant; 2<sup>nd</sup> Floor - residential

**Proposed Use:** 1<sup>st</sup> Floor – restaurant, production bakery and coffee shop with a drive-through facility; 2<sup>nd</sup> Floor – remain the same

**Current Zoning:** B-1 Community Business

**Proposed Zoning:** (no change proposed)

**Comprehensive Plan's Future Land Use Designation:** Community Business

**Surrounding Zoning:** North, East and South: B-1, Community Business; West: Planned Community Development.

**Surrounding Land Use:** North and East: Business; South: Multi-family residential; West: St. Patrick's Catholic Church.

### **Analysis**

Ms. Lacey Reichwald, the applicant, has submitted an application for a Conditional Use Permit to allow a drive through at her new restaurant and bakehouse. In the B-1 Community Business Zoning District, restaurants with drive-through facilities require a conditional use permit.

This is an appropriate use for this area of the City. The restaurant is located within the B-1 zoning district and many other existing commercial uses have drive-through windows. If cars were in a line at the drive through, there is enough stacking room available to handle the cars. There is also enough room for more cars to come onto the site, to park, without having to wait in the drive through line.

When considering a conditional use for a drive through lane, generally the biggest concern is how loud and/or disturbing the speaker/microphone will be? The proposed speaker/microphone will be placed along the south side of the building, just under 50 feet from the property line. This must be a speaker system with a volume control in order to comply with the noise restrictions of City Code section 19.57.060. A volume control should prevent noise nuisance to the abutting property owners.

The SweetSpot Bakehouse and Coffee Shop will be open Monday – Sunday from 5:00 AM to 9:00 PM. The menu will be primarily pastries, baked goods, cakes, cookies, coffees, and breakfast sandwiches.

The coffee shop will have 2 -3 employees scheduled per shift and the bakery will have an additional 2-3 employees for a morning shift.

### **Interior**

The proposed floor plan includes seating and space for customers to order items. Other spaces are designated for prep, cake decorating area, restrooms, etc. All permits would need to be approved by the Building Inspector to meet all code requirements.

### **Addition/Freezer**

Along the west side of the building, a freezer will be installed. This freezer is considered an addition to the building and does meet the 30-foot setback required. The freezer will be screened by the same proposed materials as the building; at least 7 feet 6 inches in height.

### **Parking**

Restaurants, bars and places of entertainment are required to have one (1) stall for each 200 square feet of primary floor area. The primary floor area for the first floor is approximately 533 square feet. A minimum of three parking stalls would be required by the City Code for this amount of primary floor area. There are two units located on the 2<sup>nd</sup> Floor. Each unit shall have two parking stalls dedicated to their use. By code standards a minimum of seven (7) spaces should be provided on this site.

The property will have 21 striped parking stalls, one dedicated as a handicapped stall. This amount of parking greatly exceeds the requirements, but this parking area already exists. Parking is currently allowed in the front yard, even though the Code does not allow it. I see no reason to change the current parking layout, because it works for the site and they are not increasing hard surface area.

If the applicant wants to reduce parking for green space or outdoor seating at a later date, I recommend that the Plan Commission allow the applicant to reduce the hard surface space, by working with the Zoning Administrator, as long as the property still had at least 12 parking stalls. Any reduction further than that will need to be reviewed by the Plan and Architectural Commission.

### **Ingress / Egress**

This site previously used a drive through lane. An “entrance” sign will be placed along Elizabeth Street. The two “Exit Only” signs will be replaced and installed along the north side of the property. City Engineer, Mark Fisher, requested that stop signs be added at the Main Street exit.

The plan identifies both the exit only and entrance signs to be located in the public right-of-way. These signs must be placed on private property and conform to the sign code. Ms. Reichwald informed me that they did not have a preference for the location of the signs and will put them where ever it is necessary.

Directional arrows will be painted on the pavement of the entrance and exit driveway to help facilitate traffic movement.

The applicant will clean up and improve the landscaping around the sign area. Any landscaping improvements will be required to follow the vision triangle requirements and the intersection visibility requirements identified in the City Code.

Directional arrows will be painted on the pavement of the entrance and exit driveway to help facilitate traffic movement.

### **Signage**



The proposed directional signage onsite will need to conform to the requirements of the City Code and be placed on the private property, as indicated above.

An awning, either fabric or metal, will be added to the north wall of the building. A sign and signage lighting will also be added to the north wall of the building. All lighting and signage must meet the standards of the City Code. The existing pylon sign will be refaced with a design to be chosen by the applicant.

### **Waste Disposal**

The existing HVAC equipment and dumpster are located on the south side of the building. The existing fence will be replaced by a six foot tall, wood fence. This will provide improved screening for the residential uses to the south of the proposed SweetSpot Bakehouse and Coffee Shop.

As of 4:30 p.m. on 8/7/2013, staff did not receive any public comments.

### **Recommendation on Conditional Use Permit**

Pending comments received at the public hearing, I recommend the Plan and Architectural Review Commission approve the conditional use permit for the SweetSpot Bakehouse and Coffee Shop, subject to the following conditions:

1. The site shall be developed in accordance with the site plan dated on July 25<sup>th</sup>, 2013; including changes addressed in the staff report:
  - a. Signage must be placed on the private property
  - b. Allow reduction in parking up to a minimum of 12 parking stalls on-site for green space or outdoor seating, if desired.
2. The conditional use permit shall run with the applicant and not the land. If the business is sold, the new owner/operator must return to the Plan Commission.

### **Analysis of Proposed Project**

Standard	Evaluation	Comments
<b>Conditional Use Permit Standards (see section 19.66.050 of zoning ordinance)</b>		
The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of other property.	Maybe	A possible nuisance could be the speaker on the drive through. However, the volume would be able to be controlled and be in compliance with the City Code.
Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes	All items have been previously provided. Additional landscaping will be added later, but is not a determination factor in a CUP consideration.

Standard	Evaluation	Comments
The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance [or through a variance].	Yes	Project meets all zoning ordinance requirements applicable under the B-1 district.
The conditional use conforms to the purpose and intent of the city master [comprehensive] plan.	Yes	The Comprehensive Plan identifies the site as appropriate for “Community Business” uses. Restaurants are included in this.
The conditional use and structures are consistent with sound planning and zoning principles.	Yes	Project is consistent with the purpose, character and intent of the future land use classification and zoning district.

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NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Whitewater Municipal Building, Community Room, located at 312 W. Whitewater Street on the 12th day of August, 2013 at 6:00 p.m. to hold a public hearing for consideration of a conditional use permit for a bakery and coffee shop with a drive through to be located at 1185 W. Main Street for Lacey Reichwald.

The proposal is on file in the Planning and Zoning Office at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540



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Latisha Birkeland, Neighborhood Services Director/City Planner

1185 W. Main St.

1 Duplicates

DLK ENTERPRISES INC  
141 W. WHITEWATER ST  
PO BOX 239  
WHITEWATER WI, 53190

DLK ENTERPRISES INC  
141 W WHITEWATER ST  
PO BOX 239  
WHITEWATER WI, 53190

WHITEWATER PLAZA, LLC  
262 LEGEND HTS  
PO BOX 100  
WALES WI, 53183

JOHN K SOTHERLAND  
ELIZABETH J KILLIPS-SOTHERLAND  
1155 W MAIN ST  
WHITEWATER WI, 53190

BARBARA A CONGDON  
8-427 E. SHERMAN AVE  
FT ATKINSON WI, 53538

MCCULLOUGH FAMILY LTD PART  
694 WELLS ST  
LAKE GENEVA WI, 53147

MAIN 1185 LLC  
694 WELLS ST  
LAKE GENEVA WI, 53147

JR RENTALS LLC  
694 WELLS ST  
LAKE GENEVA WI, 53147

JR RENTALS LLC  
694 WELLS ST  
LAKE GENEVA WI, 53147

WISH ENTERPRISES, LLC  
1138 W. MAIN ST  
WHITEWATER WI, 53190

K&A DREAMS, LLC  
W3331 CRESTWOOD DR  
WHITEWATER WI, 53190

ROY A NOSEK  
DONNA J NOSEK  
210 N. PARK ST  
WHITEWATER WI, 53190

K&A DREAMS, LLC  
W3331 CRESTWOOD DR  
WHITEWATER WI, 53190

WHITEWATER 1184 INC  
1985 PEBBLE DR  
BELOIT WI, 53511

REYNOLDS RENTALS, LLC  
12340 E BRADLEY RD  
WHITEWATER WI, 53190

FOUR GUYS, LLP  
120 N. FRATERNITY LN  
WHITEWATER WI, 53190

HARRIET J STRITZEL TRUST  
530 SOUTH JANESVILLE AVE  
WHITEWATER WI, 53190

LAND & WATER INVESTMENTS LLC  
503 CENTER ST  
LAKE GENEVA WI, 53147

LAND & WATER INVESTMENTS LLC  
503 CENTER ST  
LAKE GENEVA WI, 53147

ST PATRICKS CONGREGATION  
126 S. ELIZABETH ST.  
WHITEWATER WI, 53190

ST PATRICKS CONGREGATION  
126 S ELIZABETH ST  
WHITEWATER WI, 53190

Lacey M. Reichwald  
The Sweetspot  
226 W. Whitewater Street  
Whitewater, WI 53190



Neighborhood Services Department  
Planning, Zoning, GIS, Code Enforcement  
and Building Inspections

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
(262) 473-0143

## CONDITIONAL USE PERMIT APPLICATION

Address of Property: 1185 W. Main Street  
Owner's Name: Bob McCullough  
Applicant's Name: Lacey Reichwald  
Mailing Address: 226 W. Whitewater St.  
Phone #: 608-335-5320 Email: lacey@sweetspotwhitewater.com  
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): \_\_\_\_\_

### **Existing and Proposed Uses:**

Current Use of Property: Vacant retail space  
Zoning District: B-1  
Proposed Use: retail & production Bakery & coffee shop

**NOTICE: The Plan Commission meetings are scheduled on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.**

### Conditions

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.*



## APPLICATION REQUIREMENTS

### THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

- ✱ Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures: location, height, materials and building elevations.
4. Lighting plan: including location, height, type, orientation of all proposed outdoor lighting – both on poles and on buildings. Photometric plans may be required.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking: locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access: pedestrian, vehicular, service. Points of ingress and egress.
8. Loading: location, dimensions, number of spaces, internal circulation.
9. Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: location, height, dimensions, color, materials, lighting and copy area.
12. Grading /drainage plan of the proposed site.
13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
14. Outdoor storage, where permitted in the district: type, location, height of screening devices.

**\*\*Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy** (include color where possible) site plan copies, drawn to scale and dimensioned.

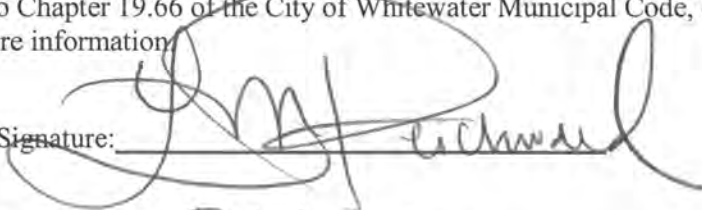
## STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Commission shall use the following standards when reviewing applications for conditional uses. The applicant is required to fill out the following items and explain how the proposed conditional use will meet the standard for approval.

STANDARD	APPLICANT'S EXPLANATION
A. That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property.	Approved by immediate neighbor & property owner - Bob McCullough
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	Yes
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	

\*\*Refer to Chapter 19.66 of the City of Whitewater Municipal Code, entitled CONDITIONAL USES, for more information.

Applicant's Signature:



Date:

7/23/13

Printed:

Lacey M. Reichwald

**TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT**

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. **\$100.00 fee** filed on \_\_\_\_\_. Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 8-1-13.
- 3) Notices of the Public Hearing mailed to property owners on 7-30-13.
- 4) Plan Commission holds the PUBLIC HEARING on 8-12-13. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

**ACTION TAKEN:**

Condition Use Permit: Granted \_\_\_\_\_ Not Granted \_\_\_\_\_ By the Plan and Architectural Review Commission

**CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:**

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\_\_\_\_\_  
Signature of Plan Commission Chairperson

\_\_\_\_\_  
Date



# Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

## Section A: Background Information

----- To be filled out by the Applicant/Property Owner -----

Name of Applicant:

Lacey Reichwald

Applicant's Mailing Address:

226 W. Whitewater St.  
Whitewater, WI 53190

Applicant's Phone Number:

(608) 335-5320

Applicant's Email Address:

lacey@sweetspotwhitewater.com

Project Information:

Name/Description of Development:

Sweet Spot Bakehouse

Address of Development Site:

1185 W. Main St.

Tax Key Number(s) of Site:

\_\_\_\_\_

Property Owner Information (if different from applicant):

Name of Property Owner:

Bob McCullough

Property Owner's Mailing Address:

Main 1185 LLC c/o McCullough's  
694 Wells St.  
Lake Geneva WI 53147

## Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the Neighborhood Services Department -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

A. Application Fee.....\$ \_\_\_\_\_

B. Expected Planning Consultant Review Cost .....\$ \_\_\_\_\_

C. Total Cost Expected of Applicant (A+B) .....\$ \_\_\_\_\_

D. 25% of Total Cost, Due at Time of Application.....\$ \_\_\_\_\_

E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

## Section C: Agreement Execution

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Printed Name of Applicant/Petitioner

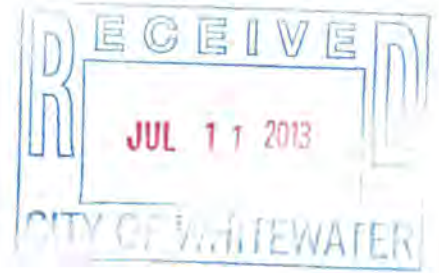
\_\_\_\_\_  
Printed Name of Property Owner (if different)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature



Lacey M. Reichwald  
The SweetSpot  
226 W. Whitewater St.  
Whitewater, WI 53190  
262-473-5080  
[lacey@sweetspotwhitewater.com](mailto:lacey@sweetspotwhitewater.com)



Latisha Birkeland  
Neighborhood Services Director / City Planner  
City of Whitewater  
312 W. Whitewater St.  
Whitewater, WI 53190

Dear Ms. Birkeland and Members of The Plan Commission,

Attached are the traffic-flow plans for proposed improvements to 1185 W. Main Street on behalf of The SweetSpot. We are seeking a Conditional Use Permit for a drive-thru at this location. The drive-thru will utilize existing driveways on the property with the entrance being on Elizabeth Street and the exit on W. Main. Way finding signs will direct traffic flow to use these driveways in this way. The drive through menu board will be located at the back of the building and the pick up window will be located on the easternmost wall.

The rough draft plans for the building are also included, showing the drive-thru as well as a proposed addition to the exterior of the building. We will be seeking to place a walk-in freezer outdoors, which will be concealed by fencing, and will have an interior entrance.

Please feel free to contact me with any questions or if you need more information.

Best,

Lacey M. Reichwald  
Owner, The SweetSpot

*5 pages total*

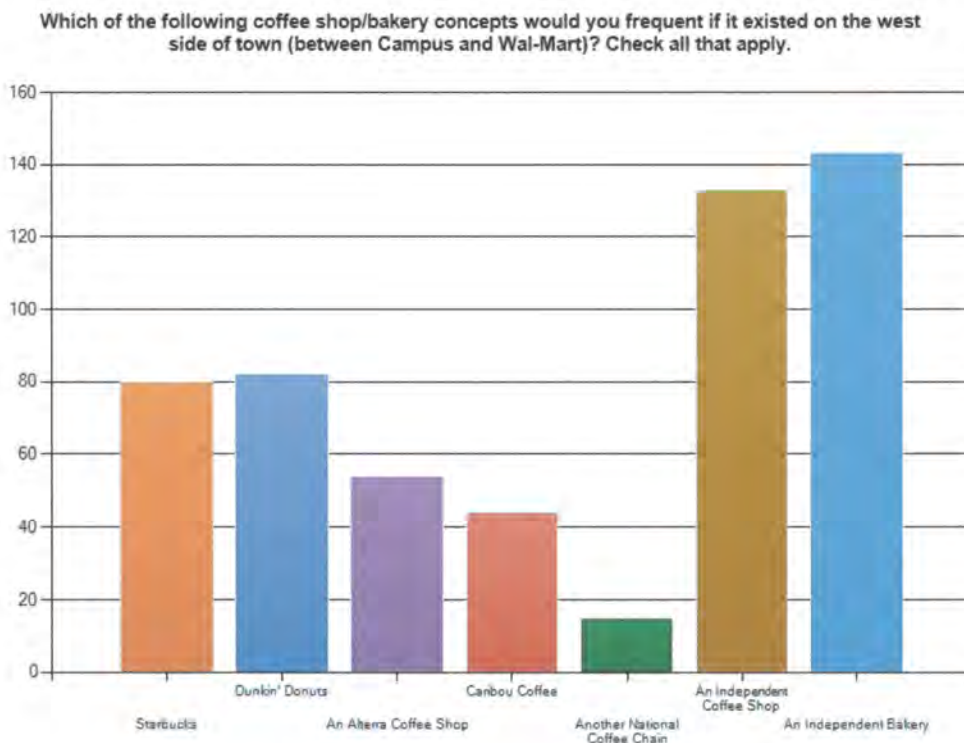
## SweetSpot Bakehouse & Coffee Shop

Now entering its 8<sup>th</sup> year of business, The SweetSpot continues to grow and evolve as an anchor business in the Whitewater community. The fastest growing segments of sales are bakery and catering. While this growth has helped to create record sales for The SweetSpot, it also provides challenges.

The downtown location of The SweetSpot has space limitations. Catering and baking cannot take place at the same time, often causing management to choose to stop taking orders and decreasing business. There is also an ongoing issue of the volume of customers that can be served/seated and a lack of parking.

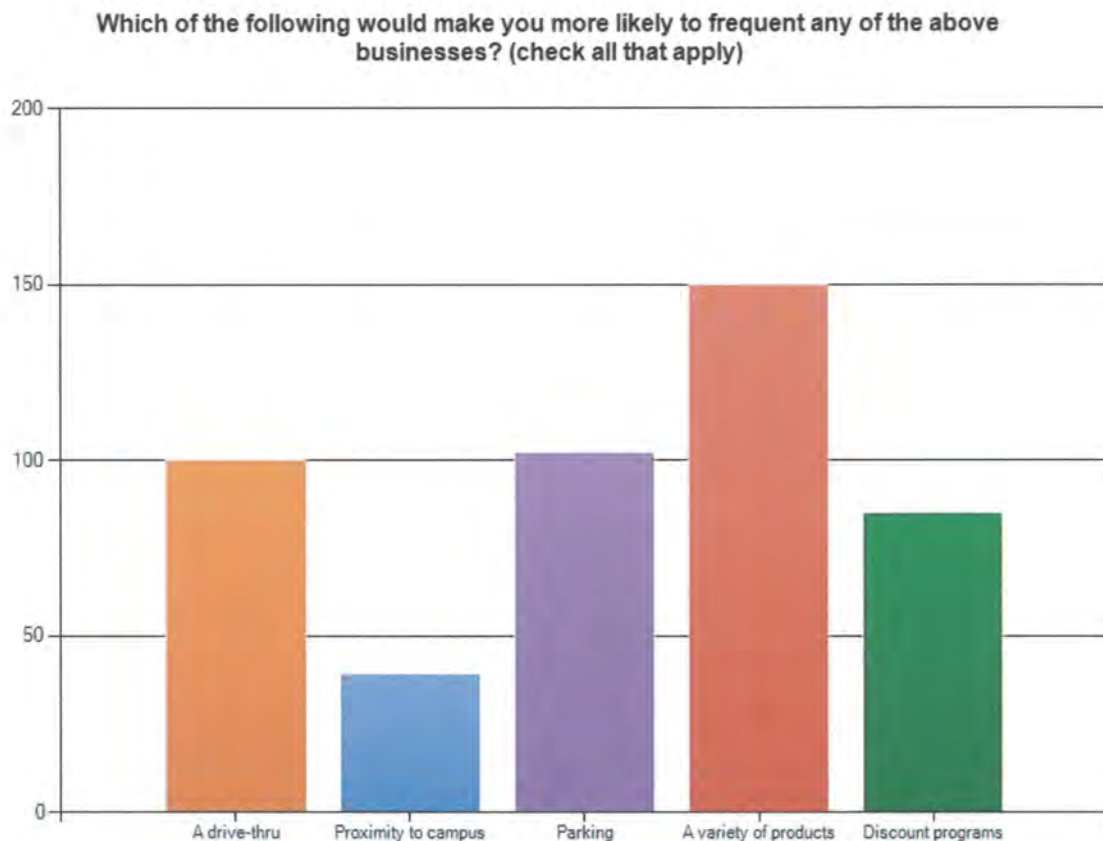
The SweetSpot seeks an opportunity to turn these challenges into opportunity with a second location at 1185 W. Main Street. This location is ideal for a 2-part business expansion: Bakehouse and Coffee Drive-Thru.

In a recent survey of 280 people who have ties to Whitewater, 34.2% of respondents indicated a need for more bakery options in Whitewater. 18.3% also indicated a need for more coffee options with most people requesting an independently owned coffee shop and/or bakery:



These findings mirror those of recent surveys by students on the UWW campus, which indicate a need for an off-campus coffee shop

closer to campus. Additionally, survey responses point to a need for greater variety, more parking, and a drive-thru location – all of which will be incorporated into the new location.



The product mix at the Bakehouse will be able to grow to include more cakes, more pastries for large orders, fresh baked breads, new varieties, and unique breakfast options. The largest limiting factor for the downtown location is storage for finished products, which will be alleviated by a new location.

Visits to comparable bakeries in the area have shown that donut sales could increase 400%, cake sales could increase 500%, and wholesale accounts could be established which would raise the overall sales for The SweetSpot substantially.

Volume would also increase at the downtown location by limiting the number of bakery customers there and focusing on the café and catering sales.

The goal for The SweetSpot Bakehouse & Coffee Shop expansion project is to renovate and open a drive-thru coffee shop in at 1185 W. Main Street after classes begin in the Fall. While operating the drive-thru,



construction will continue on the Bakehouse portion of the building with a grand opening date just before Christmas.

The coffee shop will have 2 to 3 employees scheduled per shift and the bakery will have an additional 2 to 3 employees for a morning shift.

#### Conditional Use Permit

#### **Use of Location, Hours, & Menu**

The location at 1185 W. Main Street will serve as a retail and production bakery, coffee shop, and drive-thru coffee/bakery. The business hours will be between 5:00 a.m. and 9:00 p.m.

The menu will be primarily pastries, baked goods, cakes, cookies, coffees, and breakfast sandwiches.

#### **Drive-Thru Plan**

The drive-thru will utilize the existing infrastructure. Customers will enter the property on Elizabeth Street and order at the rear of the building before proceeding to the east side of the building for pick-up. Traffic will then exit onto West Main Street. Arrows will be painted on the pavement to direct traffic in the areas that are one way (shown on architect's drawing). There will also be wayfinding signs at the entrance and exit directing traffic, including *Do Not Enter* and *Stop* signs at the exit.

The speaker/microphone for the drive thru will either be a freestanding unit like the one pictured below, or an attached unit, which will be embedded in the menu board.



Other proposed improvements to the drive thru:

**The existing fence and menu board:**



**The proposed style of the new menu board:**





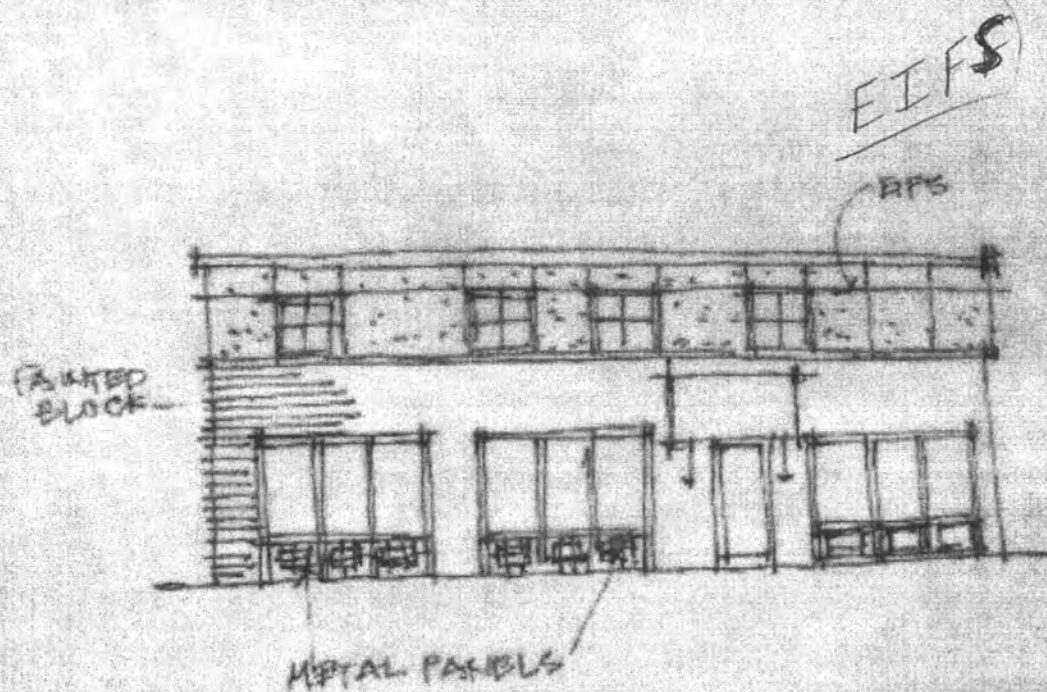
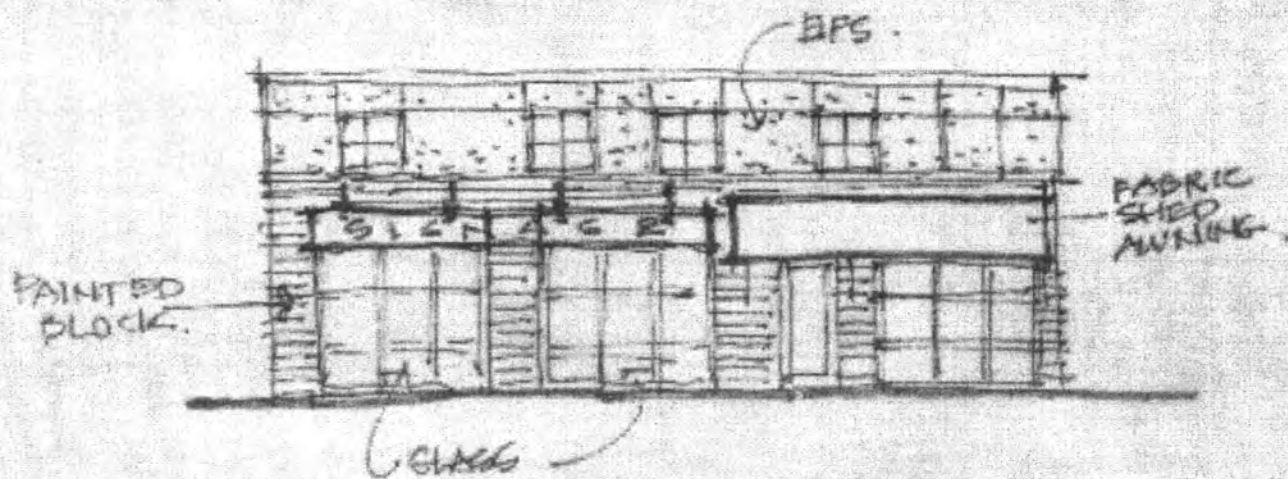
**The existing entrance signs (at the drive-way on Elizabeth Street):**



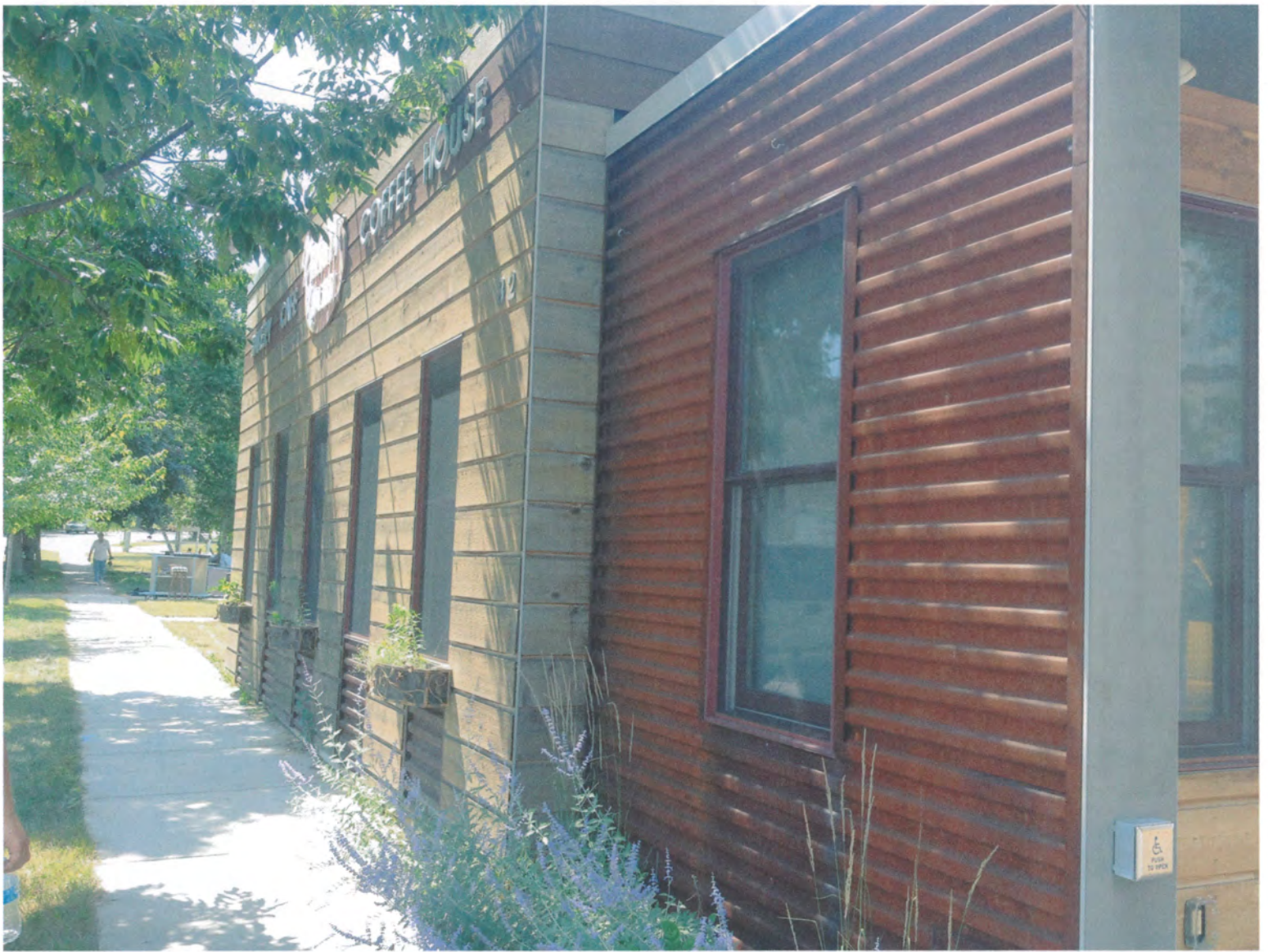
**Proposed style of new entrance signs (plans also include clean up and improvement of landscaping with short plants that will not block signs):**











proposed exterior materials

# SweetSpot BakeHouse

1185 W. Main Street  
Whitewater, WI

VERIFY ALL CONDITIONS AND DIMENSIONS  
ON THE JOB AND NOTIFY THE DESIGN  
ALLIANCE ARCHITECTS, INC. OF ANY  
DISCREPANCIES PRIOR TO START.

DRAWING INDEX:

SP-1 SITE PLAN, BUILDING INFORMATION  
A-1 FLOOR PLAN, FRONT ELEVATION

PROJECT DESCRIPTION:

THE PROPOSED WORK INCLUDES  
REMODELING THE MAIN LEVEL INTERIOR,  
REMODELING THE EXTERIOR OF THE  
EXISTING BUILDING, INSTALLING A NEW  
DRIVE-THRU WINDOW, AND CONSTRUCTING  
AN OPEN-AIR ENCLOSURE FOR A  
FREEZER.

PARKING

EXISTING PARKING STALLS: 20  
EXISTING ADA PARKING STALLS: 1

EXISTING BUILDING INFORMATION:

CONSTRUCTION TYPE:	TYPE III B
MAIN FLOOR:	1,920 S.F.
UPPER FLOOR:	1,920 S.F.
TOTAL EXISTING BUILDING:	3,840 S.F.
AREA OF REMODEL: MAIN FLOOR	1,920 S.F.
NO. OF FLOORS:	2
OCCUPANCY GROUP:	B
SPRINKLERED:	NO

DRAINAGE

NO CHANGES TO EXISTING SITE DRAINAGE.

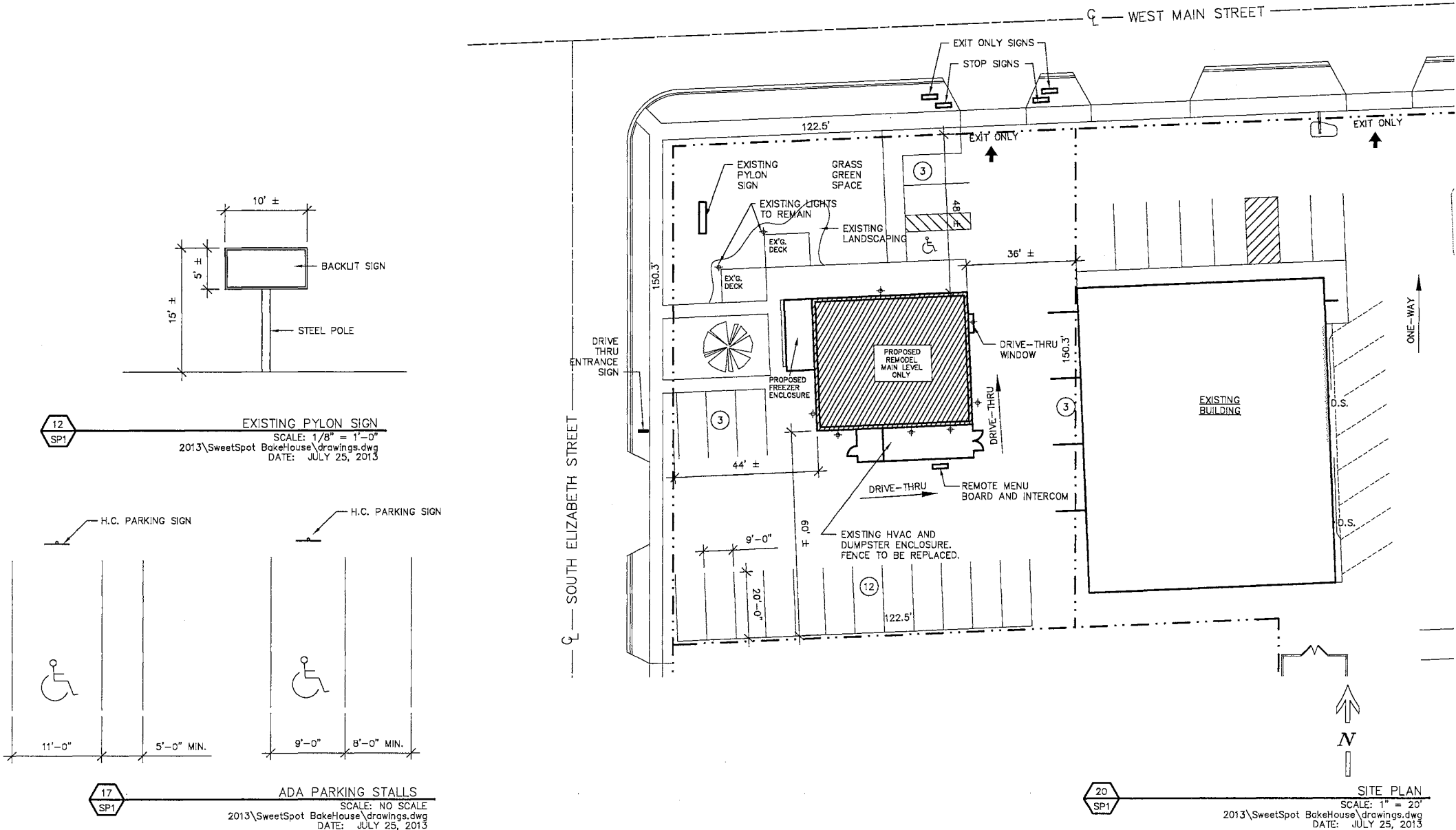
BUILDING AND SITE LIGHTING

**SITE LIGHTING:**  
EXISTING LIGHTS TO REMAIN: 2 POST  
LAMPS AT DECKS.

**BUILDING LIGHTING:**  
EXISTING LIGHTS TO REMAIN: 6  
NEW LIGHTING: BUILDING SIGNAGE  
LIGHTS. (SEE BUILDING ELEVATION.)  
NEW LIGHTING: 1 LIGHT AT DRIVE-THRU

LANDSCAPING

NO CHANGES TO EXISTING LANDSCAPING.



**Design Alliance Architects, Inc.**  
1001 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404  
FAX (920) 568-7058

**SweetSpot BakeHouse**  
1185 W. MAIN STREET  
Whitewater, WI

DRAWING NAMES

SITE PLAN

REVISIONS

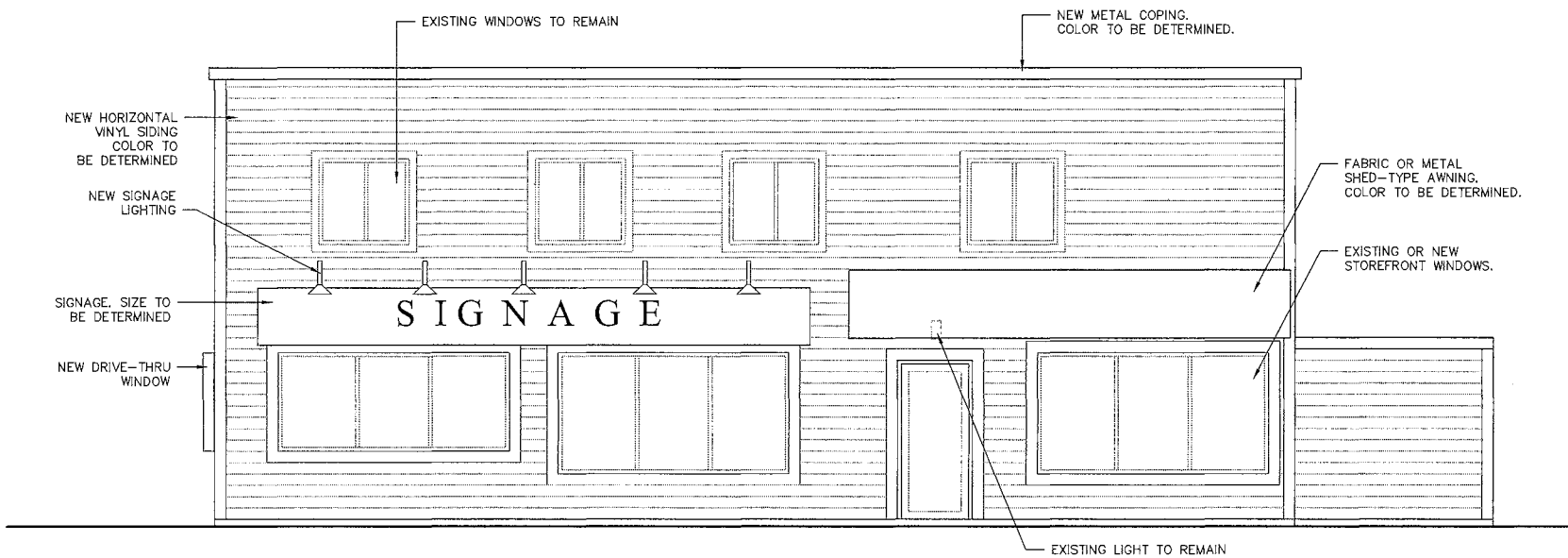
PROJECT DATA

DATE: July 25, 2013  
DRAWN BY: JH  
CHECKED BY: P.W.

SHEET NO.

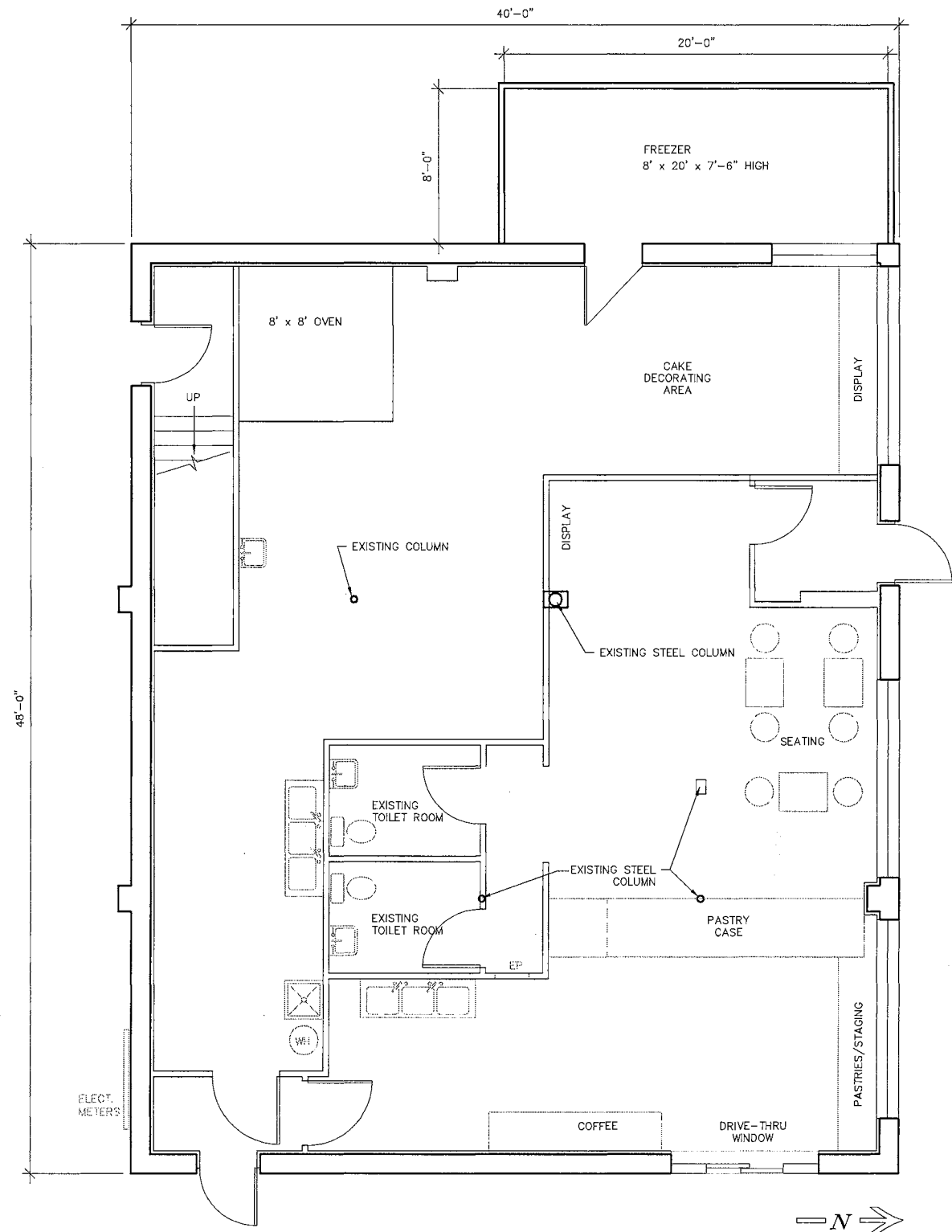
SP-1





18  
A1

CONCEPTUAL EXTERIOR ELEVATION  
SCALE: 1/4" = 1'-0"  
2013\SweetShop BakeHouse\SB-drawings.dwg  
DATE: July 25, 2013



20  
A1

MAIN FLOOR PLAN  
SCALE: 1/4" = 1'-0"  
2013\SweetShop BakeHouse\SB-drawings.dwg  
DATE: April 1, 2013

**SweetSpot BakeHouse**  
1185 W. MAIN STREET  
Whitewater, WI

DRAWING NAMES

MAIN FLOOR PLAN  
CONCEPTUAL ELEVATION

REVISIONS

PROJECT DATA

DATE: July 25, 2013  
DRAWN BY: JH  
CHECKED BY: P.W.

SHEET NO.

A28-1



Neighborhood Services Department  
*Planning, Zoning, Code Enforcement, GIS  
and Building Inspections*

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

---

To: City of Whitewater Plan and Architectural Review Commission  
From: Latisha Birkeland, Neighborhood Services Director / City Planner  
Meeting Date: 8/12/2012  
Re: Request a conditional use permit for the conversion of a single-family residence into a duplex.

---

### **Summary of Request**

**Requested Approvals:** The applicant, Robert E. Freiermuth, is requesting a conditional use permit for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street. The existing gravel driveway to be removed; property will share the driveway access and parking lot on the property to the north (256 N. Prince Street), this will be expanded and paved to accommodate an additional 10 cars (total of 25 parking spaces).

**Location:** 248 N. Prince Street

**Current Land Use:** Single family home

**Proposed Use:** Two family home (duplex)

**Current Zoning:** R-3 Multi-Family Residential

**Proposed Zoning:** (no change proposed)

**Comprehensive Plan's Future Land Use Designation:** Multi-family residential

**Surrounding Zoning:** North, South and West: R-3 Multi-Family Residential; East: Institutional

**Surrounding Land Use:** North, South, West: Mixture of residential- single family, duplex and multi-family; East: University of Wisconsin-Whitewater.

### **Description of Use**

The applicant, Mr. Robert E. Freiermuth, has applied for a Conditional Use Permit (CUP) to convert a five bedroom single family home into a duplex. Conversions of existing structures resulting in more dwelling units require a CUP (19.21.030). To convert this property into a duplex, the applicant would add on to the existing structure. The proposal indicates that after the conversion each unit will have five (5) bedrooms and two (2) bathrooms.

### **Building Dimensions and Yard Requirements**

The proposed rear addition will meet all setback requirements of the R-3 Zoning District. The total lot square footage is 16,274 square feet. The proposal has met and exceeded the minimum square footage requirement of 12,000 square feet for a two-family structure.

The maximum height for all building in the R-3 Zoning Districts is 45 feet or four stories. The addition will be under the maximum height limitation. The color scheme will be of earth tones.

The open space requirement at 248 N. Prince Street of 700 square feet (350 square feet x 2 units) has been met by the applicant. 256 N. Prince Street will also meet the open space requirement of 1,050 square feet as indicated on the plans.

### **Parking and Ingress / Egress**

Duplex and Multi-family units that have three or more bedrooms are minimally required to have four (4) stalls for each dwelling unit. For two total dwelling units this project requires eight (8) parking stalls. The applicant has provided 10 total stalls to accommodate all 10 tenants located on the adjacent property, with a shared driveway.

City Code Section 19.51.050 B. Location shall be on the same lot as the principal use or not over six hundred (600) feet from the principal use. Such parking area shall be in the same ownership as a the principle use or leased on a long-term basis (more than five year).

The existing building located at 256 N. Prince Street has three units; 15 parking stalls are being provided. A total of 25 stalls are proposed for this shared parking lot. The proposed parking stalls meet the Zoning Code requirement for interior parking spaces to be eight and one-half feet wide and not less than 150 square feet. The existing curb cut, driveway, and parking area must be removed if a shared parking lot is approved. The area disturbed by this project is less than an acre and will need to comply with all codes necessary for construction.

This project was reviewed with Mark Fisher, City Engineer, his full comments are attached. We have concerns regarding the shared parking lot and below are the first two comments from Mr. Fisher's email:

1. A note on the drawing indicates the direction of drainage flow as south in the proposed parking lot and east in the proposed driveway. Proposed spot elevations and/or contours should be provided to confirm that this is feasible. The proposed drainage flow in the parking lot is against existing grade. This may result in the need to grade beyond the property line and/or construct retaining walls.
2. Runoff from the site should be collected in an inlet before crossing the public sidewalk. The inlet should be connected to the existing storm sewer in Prince Street, which was reconstructed in 2012.

### **Landscaping**

When a required off-street parking area for five or more vehicles is located within fifteen feet of any lot line or public right-of-way line in any district, a buffer yard or screen shall be required (City Code Section 19.51.070). The area surrounding the parking lot is less than 10 feet. For buffer yards 10 feet or less, screening such as fences may be used.

The applicant included five (5) new shrubs along the north side of the proposed parking lot at 256 N. Prince Street. A chain link fence is located along the east and part of the north side of the parking lot. There are small trees and brush along the west property line; however, this may not protect the adjacent property owners from noise, headlights, etc. A six (6) foot tall, opaque fence should be required surrounding the parking lot up to the sidewalk locations.

Three (3) bushes have been added to the front of the existing building at 248 N. Prince Street. The City Landscape Guidelines address landscaping for multi-family and higher uses, but for not two-family (duplex) uses. After speaking with Chuck Nass, City Forester, he suggested an additional two (2) trees

and five (5) bushes to be added to the site. He also suggested that the applicant plant two trees for each tree that would be removed. The design of the parking lot will require the removal of four (4) large trees, which would require eight (8) additional trees to be added.

The existing gravel driveway at 248 N. Prince Street will be removed and planted with grass. New sidewalks will be added from the house to the proposed parking lot.

The applicant identified that the refuse area will be enclosed on three sides with a wood fence material that is 6 feet tall.

### **Recommendation on Conditional Use Permit**

As of 10:00 AM on 8/8/2013, staff did not receive any public comments on this project.

Greg Noll, Building Inspector and Mark Fisher, City Engineer, and the project management staff have reviewed this application.

The R-3 Multi-Family Residential zoning district is established to provide high-density residential areas, and to allow mixing of certain compatible land uses. Adding an additional unit, that meets all setbacks and district requirements in a high density zoning district is a common request.

The concerns that staff have are mainly with the large, joint parking lot. Not only are the concerns related to drainage flow, as Mark Fisher has pointed out, but what esthetically this will do to the area. I recommend that parking be provided on both lots, separately, with full review and approval by the City Engineer.

Pending comments received at the public hearing, if the Plan and Architectural Review Commission approves the conditional use permit application for Robert E. Freiermuth to convert the single family home into a duplex, it shall be subject to the following conditions:

1. Parking to be provided on both lots, separately. Maintain the existing 15 parking stalls located at 256 N. Prince Street and provide 10 parking stalls at 248 N. Prince Street. Plans must be reviewed and approval by the City Engineer before a building permit is issued for 248 N. Prince Street.
2. Comply with all requirements by the City Engineer.
3. The applicant shall make the building and site renovations in accordance with the plans submitted the City of Whitewater dated 7/15/13 and revised 7/31/2013, with all applicable changes.
4. The applicant shall comply with all required building codes.
5. Comply with recommended landscaping requirements from staff. All landscaping shall be installed no later than six months from date of Certificate of Occupancy.

### **Analysis of Proposed Project**

Standard	Evaluation	Comments
<b>Conditional Use Permit Standards (see section 19.66.050 of zoning ordinance)</b>		

Standard	Evaluation	Comments
The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of other property.	Maybe	Fencing and landscaping need to be added to protect the neighbors from additional nuisances from this addition.
Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	No	Drainage and parking need to be addressed and approved.
The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance [or through a variance].	Yes	The setbacks and district regulations will be met for the new unit addition.
The conditional use conforms to the purpose and intent of the city master [comprehensive] plan.	Maybe	The Comprehensive Plan identifies this site to be located in a higher density residential neighborhood. As stated in the plan, “The design and determination that off-street parking for the requested number of units can be provided in a manner that will meet ordinance requirements, result in a parking arrangement and associated landscaping that is aesthetically pleasing, and include stormwater management as to not negatively affect nearby properties or the City’s stormwater management system.” With changes to the plan, this may happen.
The conditional use and structures are consistent with sound planning and zoning principles.	Yes	Project is consistent with the purpose, character and intent of higher density residential and the R-3 Zoning District.



**Latisha Birkeland**

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**Subject:** FW: Prince Street Project

**From:** Fisher, Mark [<mailto:Mark.Fisher@strand.com>]

**Sent:** Wednesday, July 31, 2013 3:52 PM

**To:** Latisha Birkeland

**Subject:** RE: Prince Street Project

Latisha,

I have reviewed the drawing for the parking lot and driveway improvements at 248 and 256 North Prince Street and have the following comments:

1. A note on the drawing indicates the direction of drainage flow as south in the proposed parking lot and east in the proposed driveway. Proposed spot elevations and/or contours should be provided to confirm that this is feasible. The proposed drainage flow in the parking lot is against existing grade. This may result in the need to grade beyond the property line and/or construct retaining walls.
2. Runoff from the site should be collected in an inlet before crossing the public sidewalk. The inlet should be connected to the existing storm sewer in Prince Street, which was reconstructed in 2012.
3. The applicant should account for snow storage in the parking lot area.
4. Additional landscaping/screening should be provided for the parking lot area.
5. Details of the refuse enclosure should be submitted.
6. A stop sign should be provided at the exit onto Prince Street.
7. Concrete apron and sidewalk expansion should be in compliance with city standards.
8. The curb cut and driveway apron for 248 North Prince Street should be removed.
9. The parking lot and driveway serve two separate parcels/property owners. A joint use driveway agreement is recommended.
10. An existing rear-yard parking area exists on the property south of 248 North Prince Street. This parking area is accessed via the gravel driveway proposed for removal. How will the parking area be accessed?

Please contact me with any questions.

Thanks,

Mark Fisher



Neighborhood Services Department  
*Planning, Zoning, Code Enforcement, GIS  
and Building Inspections*

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

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NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Whitewater Municipal Building, Community Room, located at 312 W. Whitewater Street on the 12th day of August, 2013 at 6:00 p.m. to hold a public hearing for the consideration of a conditional use permit for the conversion of a single family residence into a duplex, adding a 1,900 sq. ft. addition at 248 N. Prince Street; gravel driveway to be removed; property will share the driveway access and parking lot on the property to the north (256 N. Prince Street) which is to be expanded and paved to accommodate an additional 10 cars (total of 25 parking spaces) for 248 N. Prince Street for Robert E. Freiermuth.

The proposal is on file in the Planning and Zoning Office at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540

Latisha Birkeland, Neighborhood Services Director/City Planner

CATCON WHITEWATER LLC  
225 E MASON ST STE 600  
MILWAUKEE WI, 53202

BOARD OF REGENTS  
STATE UNIVERSITIES  
WHITEWATER WI, 53190  
800 W. Main St.

BOARD OF REGENTS  
UNIVERSITY OF WISCONSIN  
1746 VAN HISE HALL  
1220 LINDEN DR  
MADISON WI, 53706

BOARD OF REGENTS  
UNIVERSITY OF WISCONSIN SYSTEM  
1860 VAN HISE HALL  
MADISON WI, 53706

BOARD OF REGENTS  
STATE UNIVERSITIES,  
WHITEWATER WI, 53190

BOARD OF REGENTS  
UNIVERSITY OF WISCONSIN  
1930 MONROE ST,  
P.O. BOX 8010  
MADISON WI, 53708

BOARD OF REGENTS  
STATE COLLEGES  
WHITEWATER WI, 53190

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P.O. BOX 8010  
MADISON WI, 53708

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BOARD OF REGENTS  
OF UNIVERSITY OF WISCONSIN  
1860 VAN HISE HALL  
MADISON WI, 53706

BOARD OF STATE COLLEGES  
WHITEWATER WI, 53190

LEE L DANIELS TRUST  
ROBERT F KANTIN TRUSTEE  
3445 CEDAR DR  
PARK CITY UT, 84098

DLK ENTERPRISES INC  
141 W. WHITEWATER ST  
PO BOX 239  
WHITEWATER WI, 53190

DLK ENTERPRISES INC  
141 W. WHITEWATER ST  
PO BOX 239  
WHITEWATER WI, 53190

LEE L DANIELS TRUST  
ROBERT F KANTIN TRUSTEE  
3445 CEDAR DR  
PARK CITY UT, 84098

248 N PRINCE LLC  
W9597 BREIDSAN HILLS RD  
WHITEWATER WI, 53190

LEE L DANIELS TRUST  
ROBERT F KANTIN TRUSTEE  
3445 CEDAR DR  
PARK CITY UT, 84098

STARIN PRINCE RENTALS LLC  
W9597 BREIDSAN HILLS DR  
WHITEWATER WI, 53190

DLK ENTERPRISES INC  
P. O. BOX 239  
WHITEWATER WI, 53190

LEE L DANIELS TRUST  
ROBERT F KANTIN TRUSTEE  
3445 CEDAR DR  
PARK CITY UT, 84098

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PARK CITY UT, 84098

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PARK CITY UT, 84098

WHITEWATER DEVELOPMENT, LLC  
PO BOX 239  
WHITEWATER WI, 53190

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ROBERT F KANTIN TRUSTEE  
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PARK CITY UT, 84098

WHITEWATER DEVELOPMENT, LLC  
PO BOX 239  
WHITEWATER WI, 53190

WHITEWATER DEVELOPMENT, LLC  
PO BOX 239  
WHITEWATER WI, 53190

CAROL A CARSON  
1017 ARTHUR LN  
DARLINGTON WI, 53530-1600

WHITEWATER DEVELOPMENT, LLC  
PO BOX 239  
WHITEWATER WI, 53190

Tincher Realty  
532 W. Main Street  
Whitewater, WI 53190

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**CONDITIONAL USE PERMIT APPLICATION**

Address of Property: 248 W Prince  
Owner's Name: Robert E Freiermuth  
Applicant's Name: Same  
Mailing Address: PO Box 126 Whitewater, WI 53190  
Phone #: 262-949-2390 Email: JTBFreier@SBCGlobal.net  
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): \_\_\_\_\_

**Existing and Proposed Uses:**

Current Use of Property: Single Family  
Zoning District: R3  
Proposed Use: Duplex 5/5 bedroom

**NOTICE: The Plan Commission meetings are scheduled on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.**

Conditions

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.*



## APPLICATION REQUIREMENTS

### THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

1. Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures: location, height, materials and building elevations.
4. Lighting plan: including location, height, type, orientation of all proposed outdoor lighting – both on poles and on buildings. Photometric plans may be required.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking: locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access: pedestrian, vehicular, service. Points of ingress and egress.
8. Loading: location, dimensions, number of spaces, internal circulation.
9. Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: location, height, dimensions, color, materials, lighting and copy area.
12. Grading /drainage plan of the proposed site.
13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
14. Outdoor storage, where permitted in the district: type, location, height of screening devices.

**\*\*Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy** (include color where possible) site plan copies, drawn to scale and dimensioned.

### STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Commission shall use the following standards when reviewing applications for conditional uses. The applicant is required to fill out the following items and explain how the proposed conditional use will meet the standard for approval.

STANDARD	APPLICANT'S EXPLANATION
A. That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property.	No
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	yes
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	yes
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	yes

\*\*Refer to Chapter 19.66 of the City of Whitewater Municipal Code, entitled CONDITIONAL USES, for more information.

Applicant's Signature



Date:

7.15.13

Printed

Robert E. Freiermuth

**TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT**

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. **\$100.00 fee** filed on 7-15-13. Received by: NS Receipt #: 6.010620
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 8-1-13.
- 3) Notices of the Public Hearing mailed to property owners on 7-30-13.
- 4) Plan Commission holds the PUBLIC HEARING on 8-12-13. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

**ACTION TAKEN:**

Condition Use Permit: Granted \_\_\_\_\_ Not Granted \_\_\_\_\_ By the Plan and Architectural Review Commission

**CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:**

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\_\_\_\_\_  
Signature of Plan Commission Chairperson

\_\_\_\_\_  
Date



# Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

## Section A: Background Information

----- To be filled out by the Applicant/Property Owner -----

Name of Applicant: Robert T E Freiermuth

Applicant's Mailing Address: PO Box 126  
Whitewater WI 53190

Applicant's Phone Number: 262-949-2390

Applicant's Email Address: JSBBFreier@SBCGlobal.net

Project Information:

Name/Description of Development: Duplex

Address of Development Site: 248 W. Prince

Tax Key Number(s) of Site: WUP 00181

Property Owner Information (if different from applicant):

Name of Property Owner: 248 W Prince LLC

Property Owner's Mailing Address: Same  
-----

## Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the Neighborhood Services Department -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

A. Application Fee.....\$ \_\_\_\_\_

B. Expected Planning Consultant Review Cost .....\$ \_\_\_\_\_

C. Total Cost Expected of Applicant (A+B) .....\$ \_\_\_\_\_

D. 25% of Total Cost, Due at Time of Application.....\$ \_\_\_\_\_

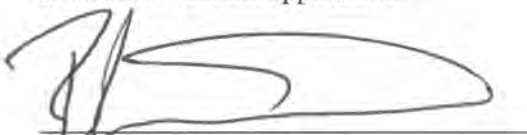
E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

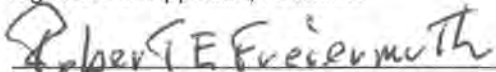
## Section C: Agreement Execution

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.



Signature of Applicant/Petitioner



Printed Name of Applicant/Petitioner

7-15-13

Date of Signature

Signature of Property Owner (if different)

Printed Name of Property Owner (if different)

Date of Signature

## 248 N. Prince Street Proposal

Starting upon approval

Internal Improvement to include:

Increase current unit to a duplex by adding 1900 square feet. Making it a duplex with 5 bedrooms, two bathrooms and Washer/Dryer each side. Re wiring old side next summer, put two new bathrooms in old side along with a new kitchen and put in a new laundry. Re plaster old side.

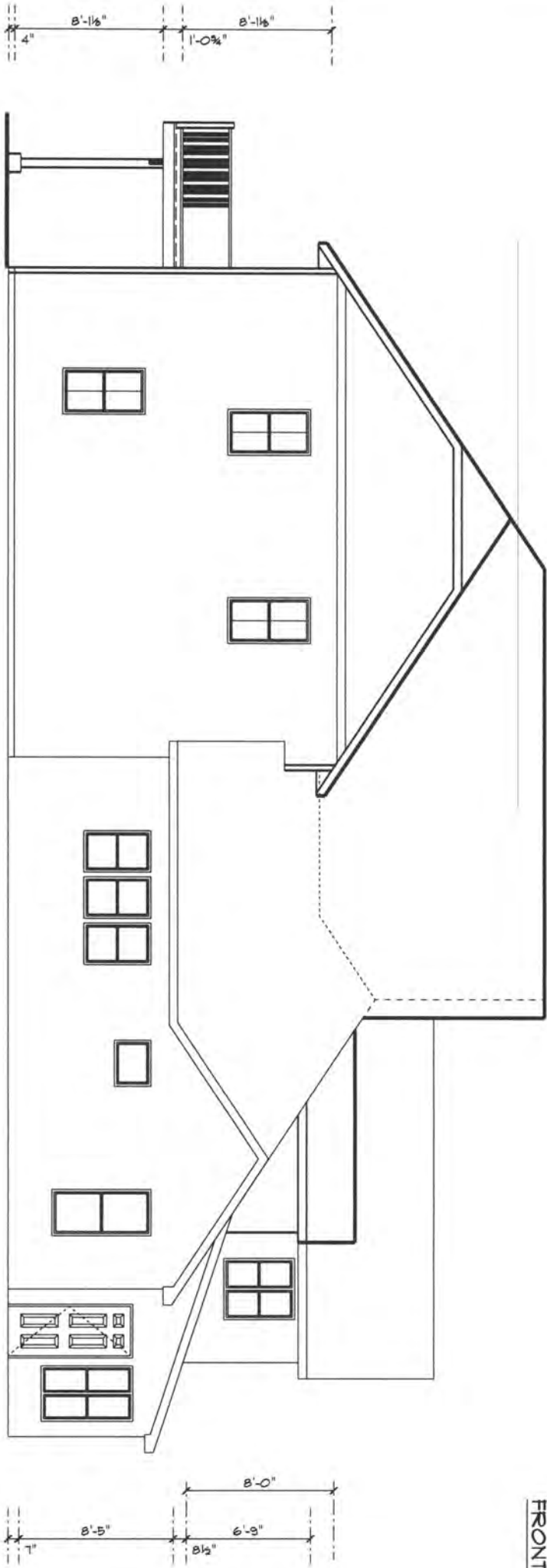
Exterior improvements include:

Insulate and re side, replace all windows with new thermo pane windows. New sidewalk from entry areas to back parking areas. Parking lot at 256 N Prince to be paved and expanded to include 25 stall to accommodate 15 people in 256 N Prince and 10 people at 248 N. Prince. Lighting will be on both 248 and 256 to illuminate parking area. Dumpster area to be enclosed on three sides with wood fence material that is 6 foot tall. Paint colors of 248 N Prince will be in the earth tone pallet.

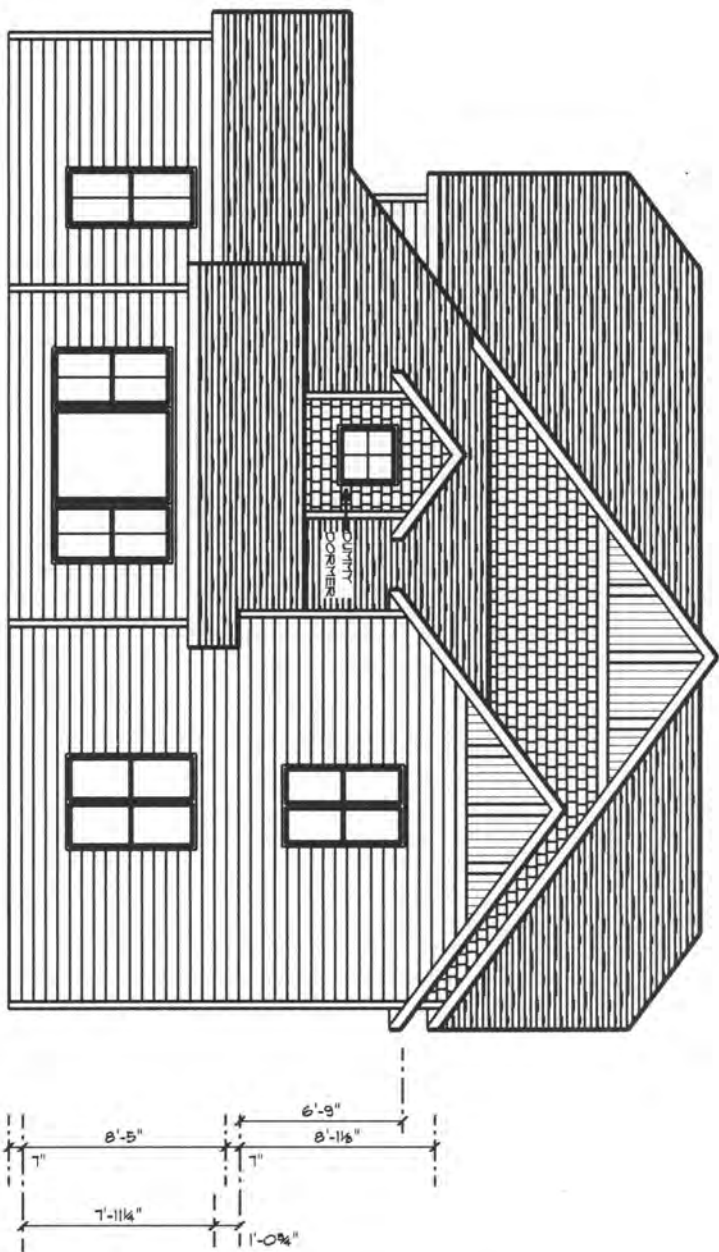


PRELIMINARY ONLY - NOT FOR CONSTRUCTION

RIGHT ELEVATION



FRONT ELEVATION



HOME LUMBER COMPANY

499 WHITEWATER STREET,  
TEL: (262) 473 - 3538

WHITEWATER, WI 53190  
FAX: (262) 473 - 6908

DRAWINGS FOR: BOB FREIERMUTH

248 PRINCE ST  
WHITEWATER, WI

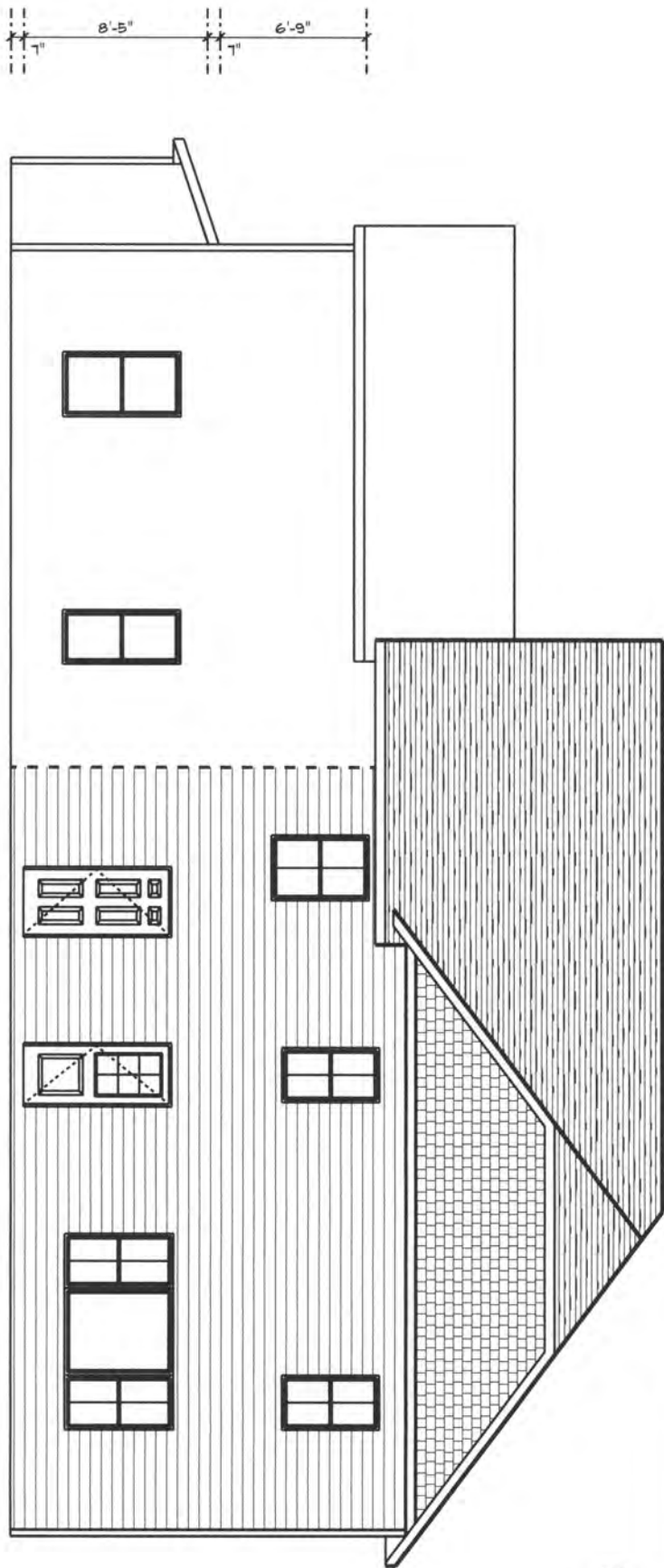
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JULY 15, 2013  
SCALE  
1/8"=1'-0"

1 OF

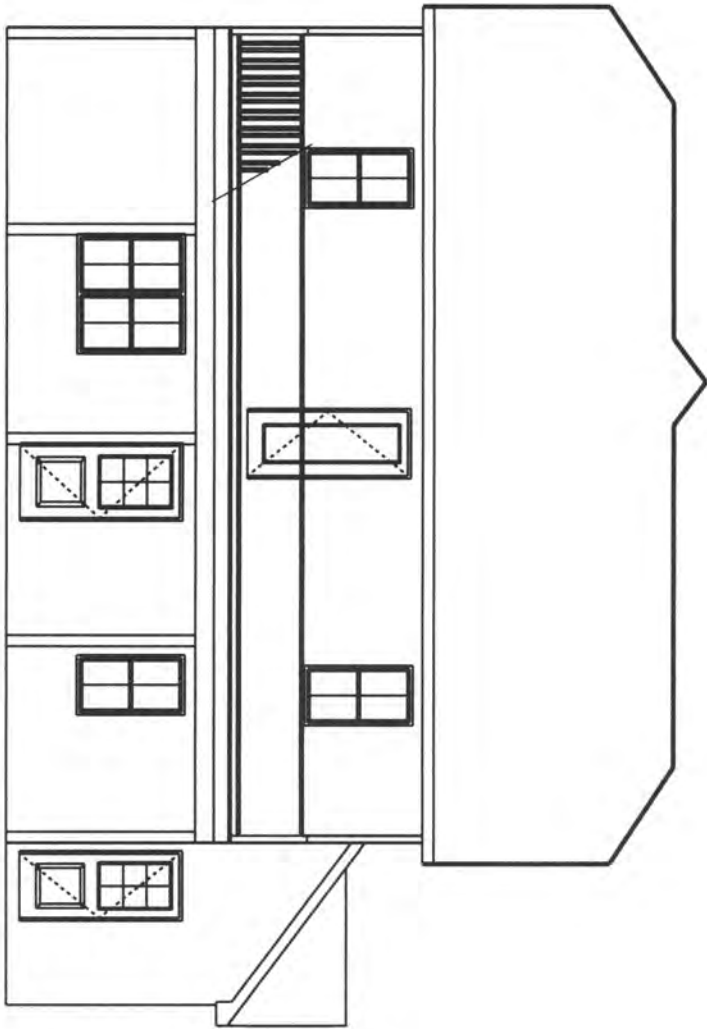


PRELIMINARY ONLY - NOT FOR CONSTRUCTION

LEFT ELEVATION



REAR ELEVATION



HOME LUMBER COMPANY

499 WHITEWATER STREET,  
TEL: (262) 473 - 3538

WHITEWATER, WI 53190  
FAX: (262) 473 - 6908

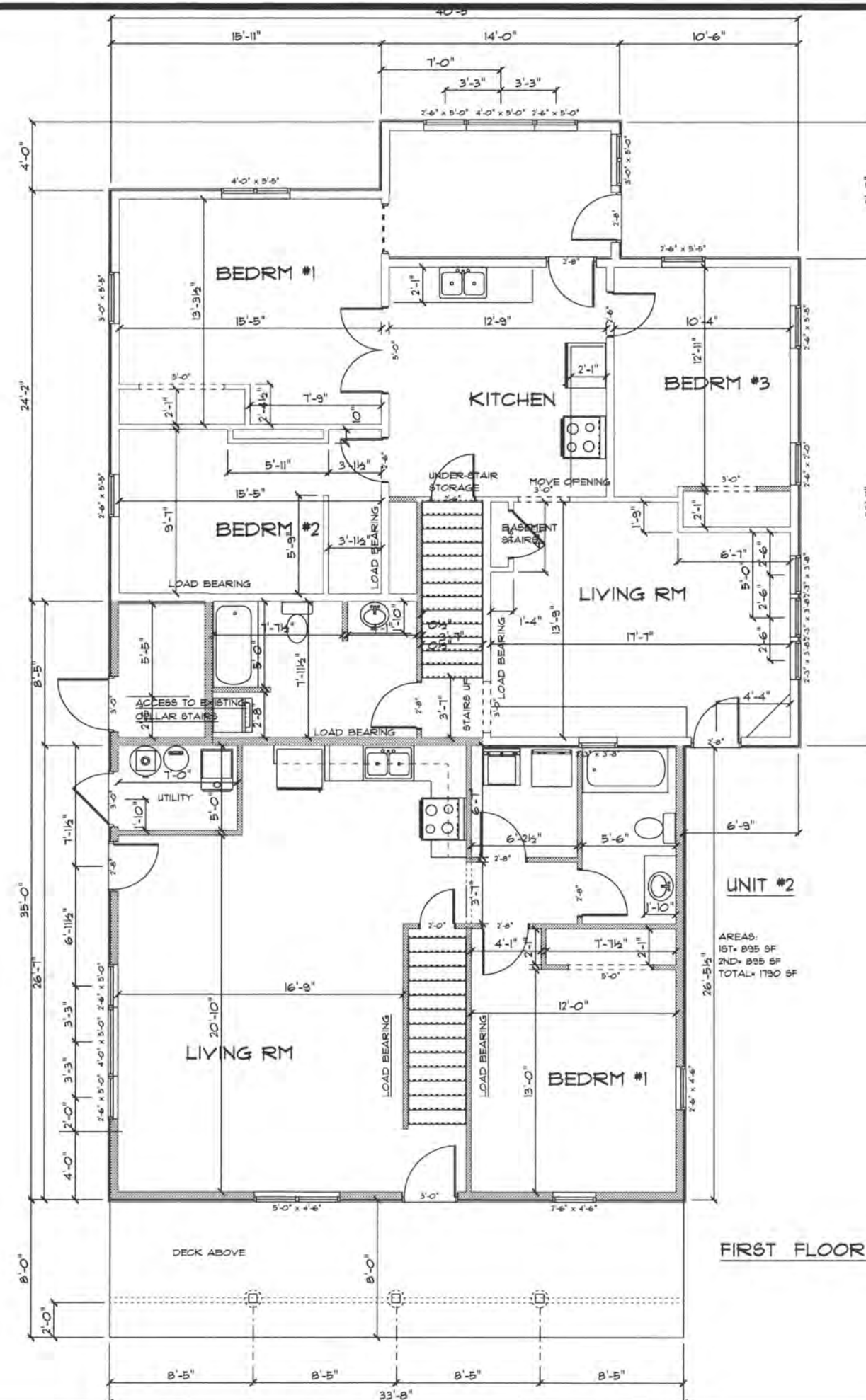
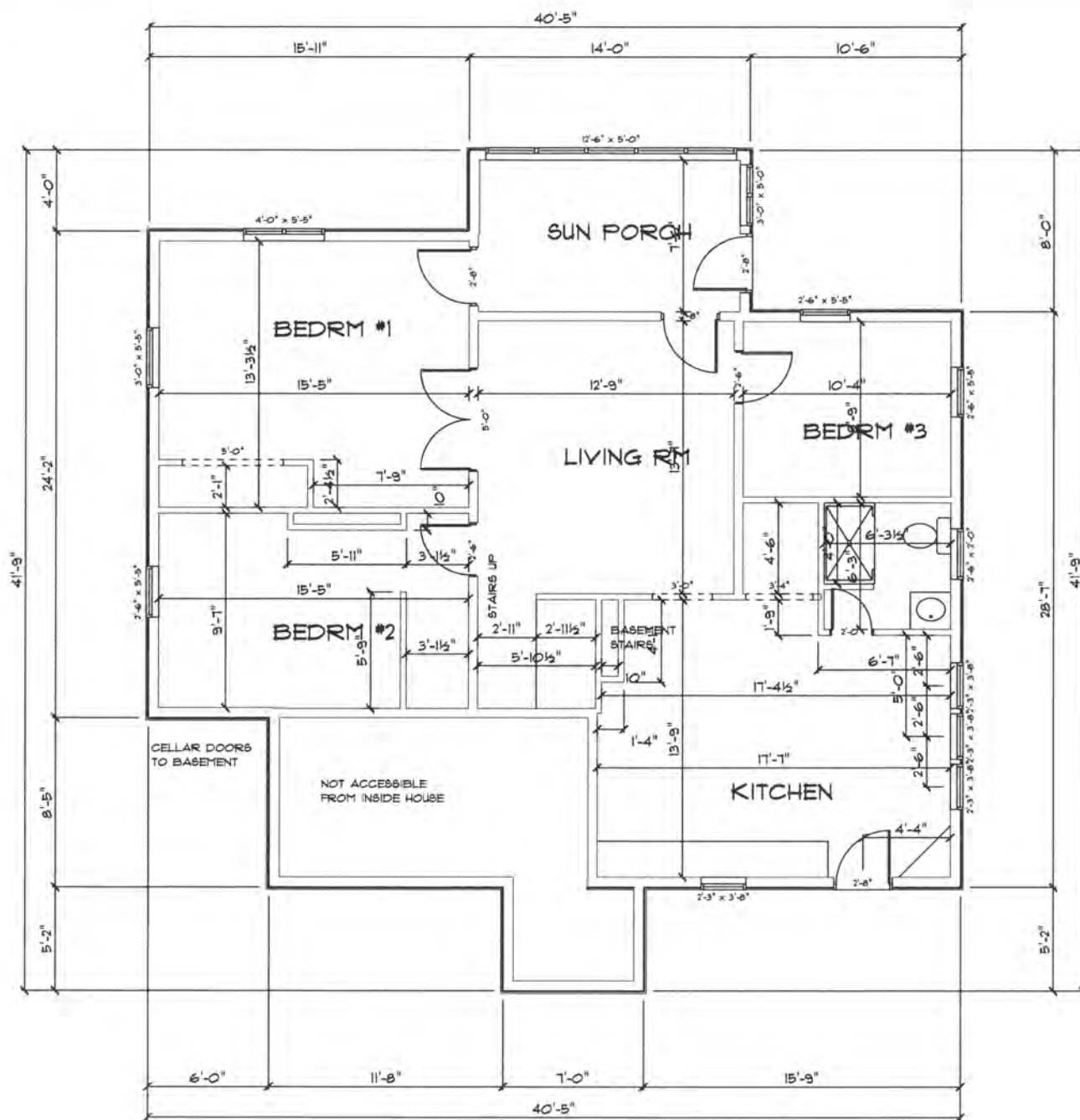
DRAWINGS FOR: BOB FREIERMUTH

248 PRINCE ST  
WHITEWATER, WI

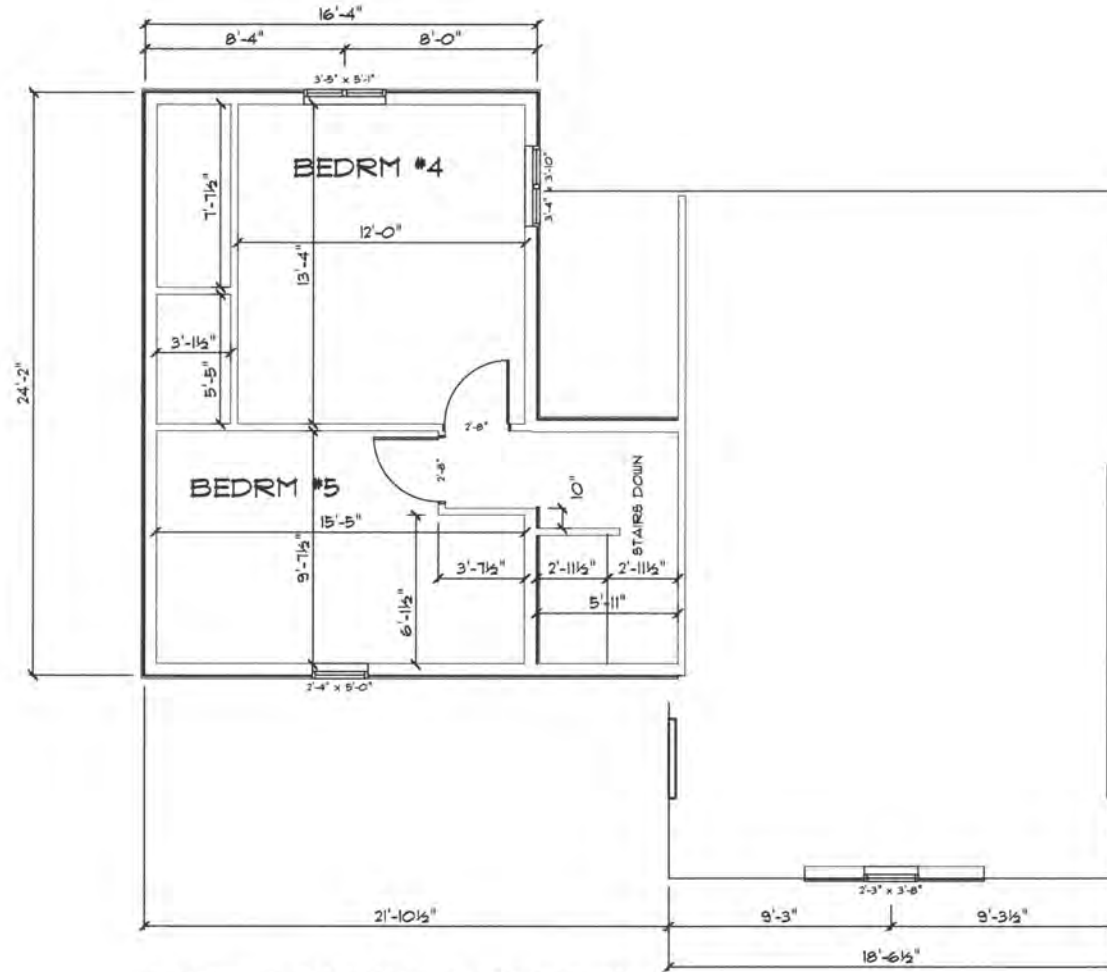
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JULY 15, 2013  
SCALE  
1/8"=1'-0"

2 OF

DRAWING  
NUMBER

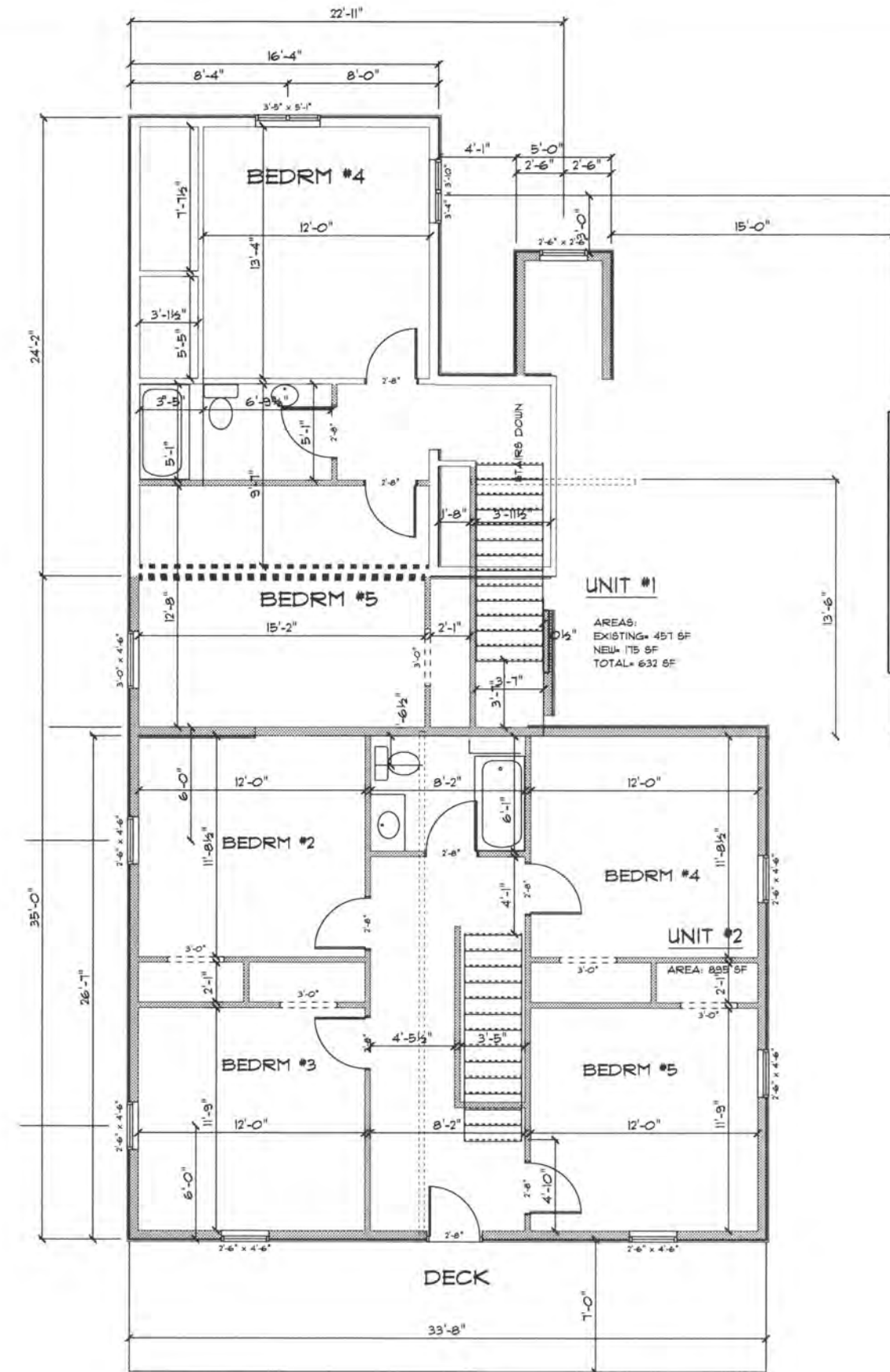


PRELIMINARY ONLY - NOT FOR CONSTRUCTION



AS-BUILT SECOND FLOOR PLAN

AREA= 451 SF



SECOND FLOOR ADDITION

PRELIMINARY ONLY- NOT FOR CONSTRUCTION

DRAWINGS FOR: **BOB FREIERMUTH**  
248 PRINCE ST  
WHITEWATER, WI

**HOME LUMBER COMPANY**  
499 WHITEWATER STREET, WHITEWATER, WI 53190  
TEL: (262) 473 - 3538 FAX: (262) 473 - 6908

DATE: JULY 15, 2013  
SCALE: 1/8"=1'-0"

DRAWING NUMBER

4 OF





ZONING R-3  
INCLUDING  
ALL ADJACENT  
PROPERTIES

**EXISTING IMPERVIOUS AREA**

CONCRETE 1,099 SQ. FT.  
BUILDING 3,780 SQ. FT.  
TOTAL 4,879 SQ. FT.

**PROPOSED IMPERVIOUS AREA**

CONCRETE 1,099 SQ. FT.  
BUILDING 3,780 SQ. FT.  
ADDITION 912 SQ. FT.  
BLACKTOP 10,519 SQ. FT.  
SIDEWALK 917 SQ. FT.

TOTAL 17,227 SQ. FT.

OPEN SPACE 15,307 SQ. FT.

OPEN SPACE AT 256 N. PRINCE  
2,065 SQ. FT.

FOUND ADDITIONAL ROD  
N 10°48'45" E 1.67'  
FROM SET IRON ROD

SMALL TREES & BUSHES ALONG PROPERTY LINE

S 88°50'42" W 230.38'  
(231')

C.S.M. NO. 4386

BENCHMARK  
TOP SET ROD ASSUMED ELEV = 100.00'

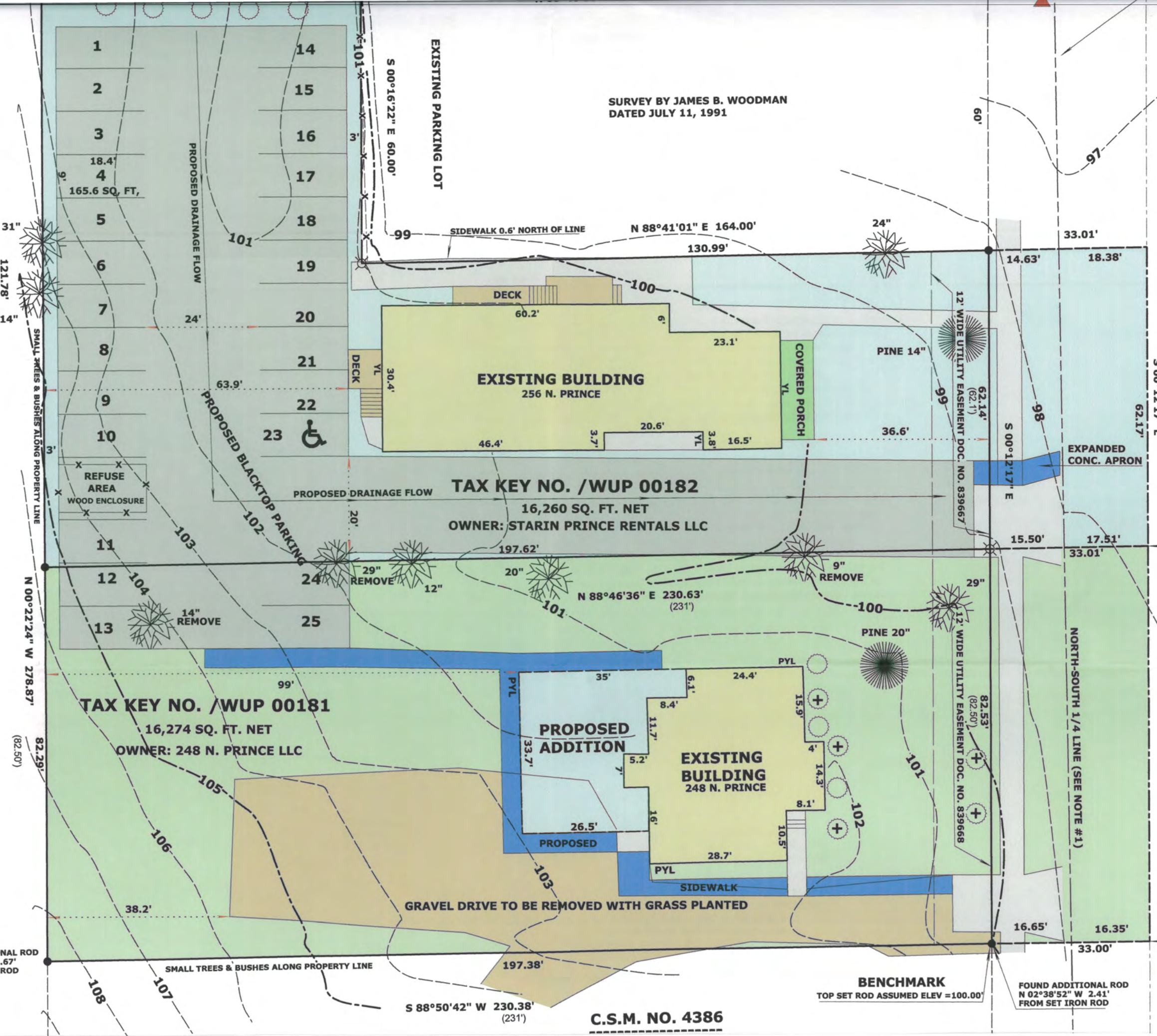
FOUND ADDITIONAL ROD  
N 02°38'52" W 2.41'  
FROM SET IRON ROD

STORM DRAIN  
MAN HOLE  
ELEV = 96.92'  
IE = 91.29'

PRINCE STREET

POINT DESCRIBED AS  
419.10' S. OF PRATT

POINT DESCRIBED AS  
501.60' S. OF PRATT







Neighborhood Services Department  
*Planning, Zoning, Code Enforcement, GIS  
and Building Inspections*

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540

---

To: City of Whitewater Plan and Architectural Review Commission  
From: Latisha Birkeland, Neighborhood Services Director / City Planner  
Meeting Date: 8/12/13  
Re: Proposed Extraterritorial Jurisdiction Certified Survey Map for one lot located at N204 Coldspring Road, Town of Coldspring, Jefferson County, Whitewater, Wisconsin.

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### **Summary of Request**

**Requested Approvals:** Ms. Kathy Bolchen is requesting to create a 1.7-acre residential building site from a larger agriculture parcel; creating a remnant of 43.5 acres of A-3 zoned property.

**Location:** Parcel number: 004-0515-3131-000, Town of Coldspring, Jefferson County, Wisconsin.

### **Analysis**

The City reviews this subdivision because half of the location is within the 1.5-mile extraterritorial jurisdiction (ETJ) boundary. Please see the attached map.

This location is outside of the Whitewater Sewer Service Area Boundary and located in a long range urban growth area. Long range urban growth area identifies area that is beyond the 20-year planning period of the Comprehensive Plan. This is also located outside the Jefferson County Environmental corridor, as indicated on the preliminary certified survey map.

The Town Board unanimously approved this preliminary land division nine years ago, at their March 4, 2004 meeting. Jefferson County Zoning office approved the preliminary land division on April 22, 2004.



### **Recommendation on CSM**

This preliminary CSM complies with all design standards and general provisions of the City Code Section 18.04.048 Extraterritorial subdivisions. I recommend that the Plan and Architectural Review Commission approve the Certified Survey Map with the following requirements:





















1. The applicant shall meet all conditions set by Jefferson County for final approval.
2. Final CSM shall be reviewed and signed by City Staff and recorded with Jefferson County.



### Legend

-  SEWRPC SSA Boundary
-  City Limit

### Future Land Use

-  Agricultural Preservation
-  Business/Industrial Park
-  Central Area Neighborhood
-  Central Business
-  Community Business
-  Institutional
-  Working Environmental Corridor
-  Mineral Extraction
-  Highway Commercial
-  University
-  Manufacturing
-  Mobile Home Residential
-  Higher Density Residential
-  Office/Technology Park
-  Mixed Use
-  Future Neighborhood
-  Parks and Recreation
-  Single Family Residential
-  Single Family Residential - Exurban
-  Two Family Residential

004-0515-3131-000

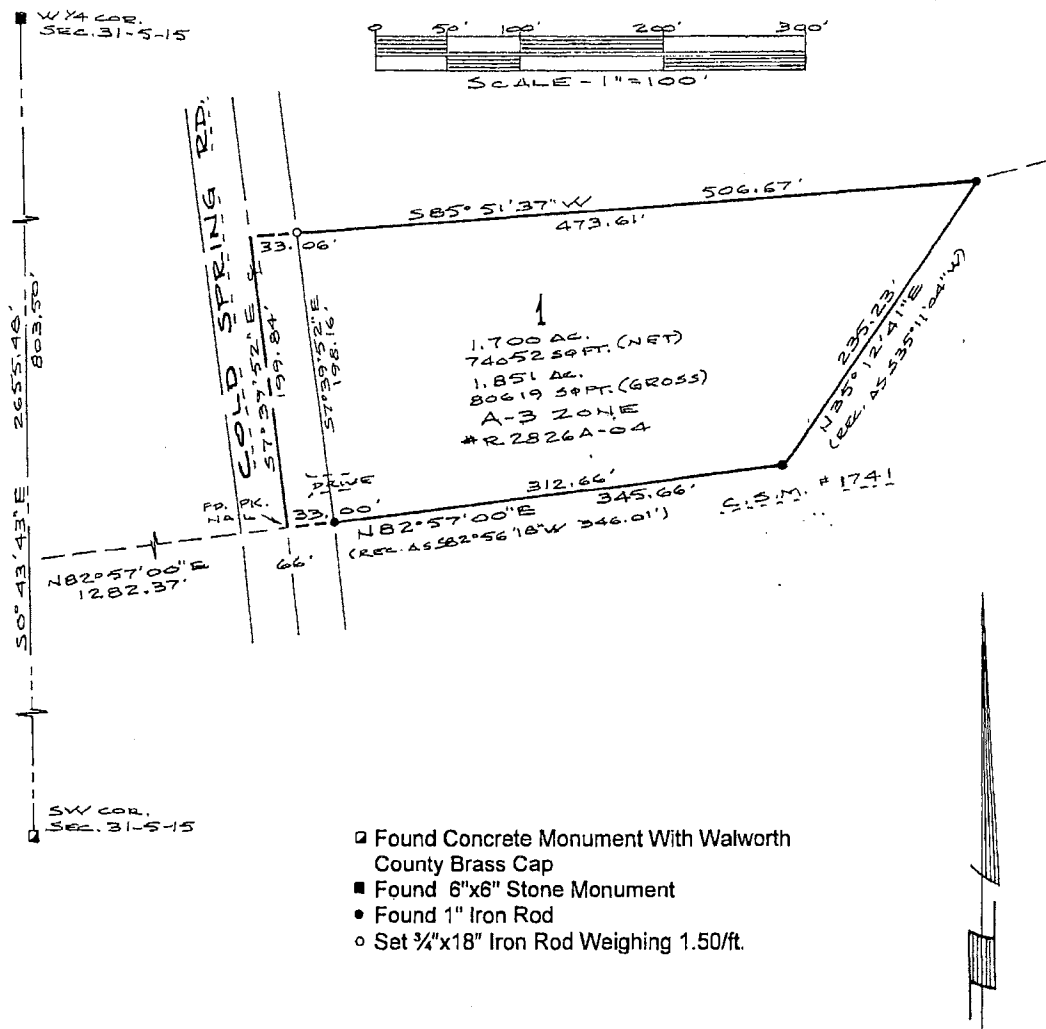
Remaining Area:  
43.5 ac.

Sewer Service Area Boundary

Distance to City Limits: 2180.53 ft.

# CERTIFIED SURVEY MAP

Part of the NE¼ and NW¼ of the SW¼ of Section 31, T5N, R15E,  
Town of Cold Spring, Jefferson County, WI

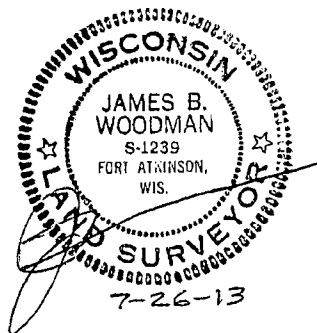


**NOTES:**

Assumed North referenced to the west line of  
the SW¼ of Section 31-5-15 bearing S0°43'43"E

This lot may be subject to any and all easements or agreements either recorded or unrecorded.

Owner/Subdivider: Kathy Bolchen  
N204 Cold Spring Road  
Whitewater, WI 53190



## CERTIFIED SURVEY MAP

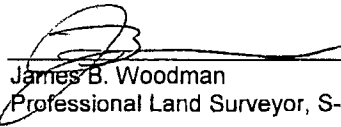
Part of the NE¼ and NW¼ of the SW¼ of Section 31, T5N, R15E,  
Town of Cold Spring, Jefferson County, WI

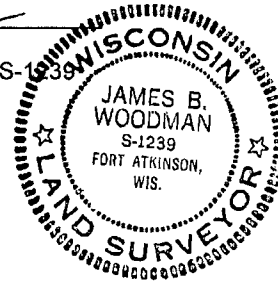
### SURVEYOR'S CERTIFICATE

I, James B. Woodman, Professional Land Surveyor, hereby certify that in full compliance with Chapter 236.34, Wisconsin Statutes and the subdivision regulations of Jefferson County and by the direction of Kathy Bolchen, owner, this land has been surveyed, divided and mapped under my responsible direction and supervision; that such survey correctly represents all exterior boundaries and the division of the land surveyed; and is part of the NE¼ and NW¼ of the SW¼ of Section 31, T5N, R15E, Town of Cold Spring, Jefferson County, Wisconsin, to-wit:

Commencing at the W ¼ corner of said Section 31; thence S0°43'43"E, along the west line of said SW¼, 803.50 feet; thence N82°57'00"E, 1282.37 feet to the NW corner of Lot 1, C.S.M. #1741, and the point of beginning; thence continue N82°57'00"E, along the north line of said Lot 1, 345.66 feet; thence N35°12'41"E, along said north line, 235.23 feet; thence S85°51'37"W, 506.67 feet to the centerline of Cold Spring Road; thence S7°39'52"E, along said centerline, 199.84 feet to the point of beginning containing 1.851 acres and subject to a road right of way across the westerly 33 feet.

Date 7-26-13

  
James B. Woodman  
Professional Land Surveyor, S-1239



Approved by the City of Whitewater.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Approved by the Planning and Zoning Committee of Jefferson County.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Received for recording this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M. and  
recorded in Volume \_\_\_\_ of Certified Surveys of Jefferson County at pages \_\_\_\_\_.

Document No. \_\_\_\_\_

\_\_\_\_\_  
Staci Hoffman, Register of Deeds

Certified Survey Map No. \_\_\_\_\_

Sheet 2 of 2

JN 04-04

**WOODMAN & ASSOCIATES, S.C.**  
210 Madison Avenue, Fort Atkinson, WI 53538

*Professional Land Surveyors*  
Phone (920) 563-8162  
Fax (920) 563-6654



# JEFFERSON COUNTY PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the NE&NW 1/4 of the SW 1/4 of section 31, Township 5 N, Range 15 E, Town of Coldspring..., Jefferson County, Wisconsin, on Parcel Number \_\_\_\_\_

Date Submitted February 3, 2004  
REV. 7-15-13 (ENV. CORRIDOR)

Owner Kathy Bolchen et.al.

Address N204 Coldspring Road

Whitewater, WI 53190

Phone (262) 473-6422

Surveyor Woodman & Associates, S.C.

Address 210 Madison Avenue

Fort Atkinson, WI 53538

Phone (920) 563-8162

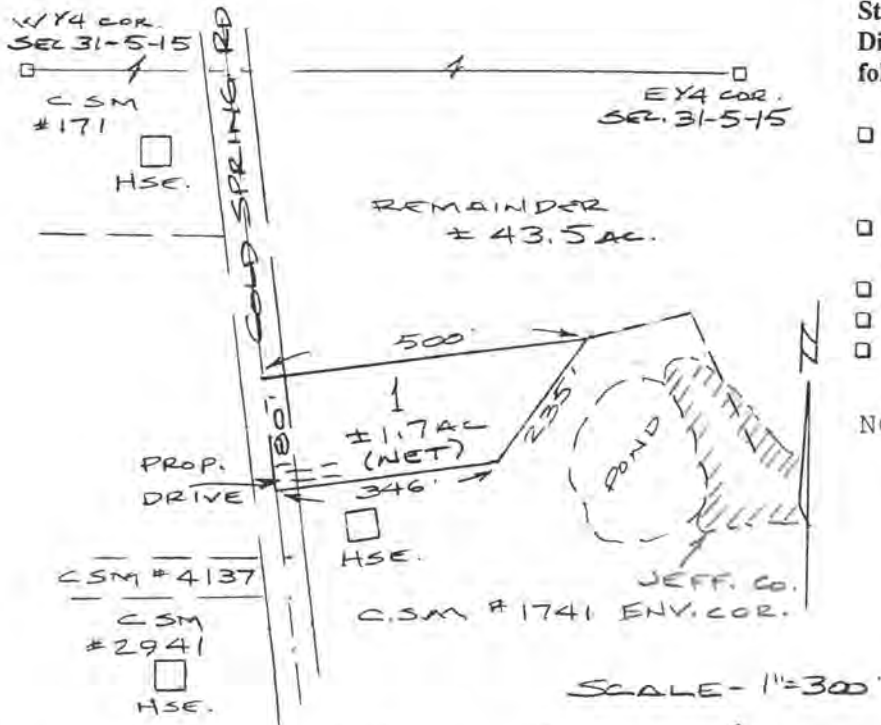
Intent and Description of Parcel to be Divided:

- ☒ Rezoning
- ☐ Allowed Division with Existing Zone
- ☐ Accessory Land Division in an A-1 Zone
- ☐ 35+ Acre lot in A-1 Zone

Note to Be Placed on Final CSM:

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_

**Check for subsequent zoning changes  
with Jefferson County Zoning**



In addition to info required by Sec. 236.34 of State Statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- ☐ Existing buildings, watercourses, drainage ditches and other features pertinent to proper division
- ☐ Location of access to public road, approved by agency having jurisdiction over the road
- ☐ All lands reserved for future public acquisition
- ☐ Date of the map
- ☐ Graphic scale

NOTE: Area and dimensions of this proposed lot are approximate only and in most cases will vary from the final survey data.

Town Board Approval Lisle Piper, Jr. Chun.

Date 3/4/04

County Highway Approval (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Zoning Office Approval [Signature]

Date 04/22/04

Please submit four copies to Jefferson County Zoning, Room 201, Courthouse, 320 S. Main St., Jefferson, WI 53549